



No. 472/PA/DG/EPA/2026  
GOVERNMENT OF THE PUNJAB  
ENVIRONMENTAL PROTECTION AGENCY  
Green Building Gulberg, Lahore  
Dated: 17/04/2026



Subject: **STANDARD OPERATING PROCEDURES (SOPs) FOR USE OF BODY WORN CAMERAS DURING FIELD OPERATIONS**

In order to ensure transparency, accountability, and the collection of admissible evidence during field operations, the following Standard Operating Procedures (SOPs) for the use of body worn cameras are hereby devised and shall be implemented with immediate effect

- i. Body worn cameras already issued to the District Incharges shall remain under their administrative custody. The District Incharge shall assign the cameras to Field Staff (Senior Inspectors, Inspectors, and Field Assistants) through a formal office order and shall maintain a proper issuance, return, and custody record.
- ii. The concerned Field Staff shall utilize the body worn cameras during inspections, identification of violations, evidence collection, and enforcement actions including sealing, demolition, and issuance of Environmental Protection Orders (EPOs)
- iii. All Field Officers / Custodian of the Camera shall store body camera recordings locally on their designated devices and, where internet connectivity is available, transmit recordings in real-time to a centralized server managed by ITSU.
- iv. In areas without connectivity, recordings shall operate in offline mode and be uploaded upon restoration of internet access. Live streaming of body camera feeds to the Punjab Climate Watch shall be enabled where connectivity permits, and each Field Officer shall have real-time access to feeds within his or her district. The centralized storage system shall retain footage for a period prescribed by the competent authority.
- v. In-charge ITSU shall manage and maintain the central storage infrastructure, and technical support and server provisioning may be sought from the Punjab Information Technology Board (PITB).
- vi. Recording must commence immediately upon arrival at the site of inspection and must continue uninterrupted until the enforcement activity is concluded and the team has left the premises.
- vii. All recordings must strictly adhere to official decorum and social norms; the capturing of any obscene, irrelevant, or inappropriate video content is strictly prohibited.
- viii. In cases involving legal or court proceeded actions, such as FIRs, Sealing, Demolishing, or the issuance of Environmental Protection Orders (EPOs), Retention for legal matters or where enforcement actions are involved, should be minimum 45 days **or until final disposal of case**, whichever is later.

- ix. For general field visits and routine inspections, the recorded footage must be maintained for a duration of at least 15 days or as the case may be.
- x. In the event of any untoward incident reported during field operations, officers must ensure that pictorial evidence is captured and documented via the body worn cameras for official record and evidence.
- xi. Periodic review and audit of recordings may be conducted by the competent authority to ensure compliance with SOPs.
- xii. Any deliberate damage, loss, or negligence resulting in loss of recorded data shall entail disciplinary action.
- xiii. Any technical malfunction, damage, or loss of a body worn camera must be reported in writing to Admin Directorate within 24 hours to ensure immediate repair or replacement with intimation to incharge ITSU.
- xiv. The Field Staff shall, as far as practicable, inform the concerned person that recording is being conducted through a body worn camera for official purposes.
- xv. Recording shall not be started or stopped selectively with the intention of omitting material facts.
- xvi. All body worn cameras shall have synchronized date and time settings, and periodic verification shall be ensured by the District In-Charge.
- xvii. Access to recorded data shall be restricted to the District In-Charge and authorized ITSU personnel only.
- xviii. Any deliberate damage, loss, or negligence resulting in loss of recorded data shall entail disciplinary action.

This order shall come into force with immediate effect and shall remain in force until modified or withdrawn.

  
DR. IMRAN HAMID SHEIKH (PAS)  
DIRECTOR GENERAL  
ENVIRONMENTAL PROTECTION AGENCY  
PUNJAB

**Copy forwarded for information & necessary action to:**

1. The Secretary Environment Protection and Climate Change Department Punjab
2. The Additional Director General (Ops & Imp), EPA Punjab
3. All Directors, EPA Punjab
4. *All Deputy Director Field / Assistant Director Field, EPA Punjab*
5. The Incharge (SAW), EPA Punjab
6. The Coordinator CK&PD, EPA Punjab
7. The Incharge IT Support Unit, EPA Punjab
8. The Librarian, EPA Punjab
9. PA to Director General, EPA Punjab