



Instructions for Completing the Body-Worn Camera Policy Review Scorecard

Introduction

As part of the Bureau of Justice Assistance Body-Worn Camera (BWC) Policy Implementation Program (PIP), a Training and Technical Assistance (TTA) team—composed of members of CNA, Arizona State University, and Justice and Security Strategies, Inc.—has created a ***BWC Policy Review Scorecard*** (“the Scorecard”). The Scorecard assesses the comprehensiveness of an agency’s BWC policy, captures local issues that influence policy (e.g., specific state regulations), and identifies areas for policy enhancement.

The purpose of this document is to provide law enforcement agencies with guidance on how to review BWC policies using the Scorecard. Interested agencies can access the Scorecard at the [BWC TTA website](#). Instructions for completing the Scorecard can be found on the following page.

If desired, upon completion of the review and scoring of the policy, an agency may send the self-reported Scorecard to the TTA team (BWCTTA@cna.org) for review. The TTA team will then provide a formal letter that details its assessment of the policy.

For all other questions regarding the ***BWC Policy Review Scorecard***, please contact:

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Scorecard Instructions

Interested law enforcement agencies can access the *BWC Policy Review Scorecard* at the [BWC TTA website](#).

There are two worksheets in the Scorecard: the first consists of four columns (see table below); the second includes four questions that capture a narrative of the policy-review process.

Worksheet 1 (table):

| Policy Issue | Possible Score | Agency Score | Transcription of the Policy Issue, If Noted in the Policy |
|---|---|---|---|
| This area denotes the policy issue that the policy process or policy should address (e.g., “Does the policy specify who is assigned/permitted to wear BWC?”). | This is the numerical score possible (1) if the issue is covered within the policy. | If the policy addresses the policy issue, insert a score of 1 in this space. If the policy does NOT address the issue, insert a score of 0. | If the policy issue is addressed, directly copy (word-for-word) the section(s) of the policy that details the policy issue. This can be done using the “Copy and Paste” function. |

- Policy Issue:** There are 9 categories and 36 specific policy issues in the Scorecard. Policy issues listed in **red text** are mandatory (13 total) for all BWC policies, according to the criteria developed by the TTA team and the Bureau of Justice Assistance (BJA). Agencies funded through BJA’s BWC Pilot implementation Program that do not have mandatory items within their policy are required to revise their policy in order to access federal funds.
- Possible Score:** Each policy issue receives a possible score of 1. There are category subtotals, as well as an overall total score. The category subtotals and the overall total score only take into account the number of mandatory items marked as a 1 (total of 13). To streamline the Scorecard review process, agencies only need to address the 13 mandatory items to receive a passing score.
- Agency Score:** If the policy and/or policy process addresses the policy issue, insert “1” into this column. If the policy and/or policy process does not address the policy issue, insert “0.” If a policy addresses a non-mandatory issue, that issue should be marked as a “1” and the accompanying information should be included, but it will not impact the overall score of the Scorecard.
- Transcription of the Policy Issue, If Noted in the Policy:** If the policy and/or policy process addresses the policy issue, directly copy (word-for-word) information from the policy into this cell. The purpose of this process is to facilitate discussion regarding any missing information, confusing information, and/or other policies that address the policy issue. This column demonstrates compliance with each

particular policy issue. The column can also be used to record relevant information that may not be directly included in the policy (e.g., specific details on policy development, training, or separate policies that govern requests for public records).

Worksheet 2 (narrative questions):

This worksheet (tab) asks four questions (below) to allow for a narrative review of the agency policy:

1. Does the reviewed policy represent a deliberate and well-considered policy development process?
2. Identify any important issue areas in the agency's policy that may present concerns in the future, and that should be monitored by TTA Provider/BJA (i.e., if an agency does not have a policy that requires officers to notify citizens that they are recording, please note that BJA and the agency may want to review future data for evidence of citizen's complaints of 'unauthorized recording.'). If no issue areas are identified, please note that the agency is a good target for general comparison with other national BWC programs.
3. Identify the work and persons involved in this policy review. Please note if and how many iterations of the policy have been completed and which areas have been modified as a result of this review process.
4. Please note your approval/disproval of this policy as well as whether the site has made any related TTA requests.

Understanding Your Completed Scorecard:

- To assess your results, tally the totals on Worksheet 1. To receive a passing score on the Scorecard, only the 13 mandatory items need to be addressed.
- This scorecard is not intended to dictate policy one way or another. The scorecard should be used to determine policy comprehensiveness.
- The Scorecard and instructions provided here are designed to facilitate a law enforcement agency's review of their BWC policy. The TTA team also is available to review an agency's self-reported Scorecard. Upon completion of the review and scoring of the policy, an agency may send the Scorecard to the TTA Team (BWCTTA@cna.org). The core TTA Team (CNA, ASU, and JSS) will conduct a review of the completed Scorecard, and will provide a formal letter that details the TTA team's assessment of the policy.



Body-Worn Camera Policy Review Scorecard

BWC PIP Site:

Department Size (Number of sworn officers):

Grant (Number of cameras requested):

Grant Amount:

Date of Policy Iteration:

Is policy publically available on your department website? Yes No

| Policy Issue | Possible Score | Agency Score | If present in the policy, copy word-for-word here: |
|---|----------------|--------------|--|
| Policy Development | | | |
| Did agency review National BWC Toolkit and related reports? | 1 | | |
| Did agency review other agency policies on BWCs? | 1 | | |
| Were internal agency perspectives involved in policy development (officers, union, supervisors, IT/Records)? | 1 | | |
| Were external criminal justice/local stakeholders made aware of your decision to deploy BWCs? (Prosecutors, Defense Attorneys, etc.) | 1 | | |
| Were community and advocacy groups made aware of your decision to deploy BWCs? | 1 | | |
| Does the policy have a date timestamp? (if so, indicate it) | 1 | | |
| Did you confirm whether your state mandates a specific BWC policy or elements of BWC policy? | 1 | | |
| TOTAL - POLICY DEVELOPMENT | 4 | 0 | |
| General Issues | | | |
| Does policy specify who is assigned/permitted to wear BWC? | 1 | | |
| Does policy address wearing of BWCs during off-duty assignments? | 1 | | |
| Does policy address wearing of private-owned BWCs? | 1 | | |
| TOTAL - GENERAL ISSUES | 1 | 0 | |
| Video Capture: Activation | | | |
| Does policy specify when officers are to activate the BWC? | 1 | | |
| Does policy specify if officers have discretion on when to activate BWC? | 1 | | |
| Does policy provide guidance on citizen notification of BWC recording? | 1 | | |
| Does policy provide guidance on BWC recording of crime victims and other sensitive populations? | 1 | | |
| Does policy specify circumstances when recording is prohibited? (e.g., locker room, supervisor/officer conversations, strip searches) | 1 | | |
| TOTAL - VIDEO CAPTURE: ACTIVATION | 2 | 0 | |
| Video Capture: Deactivation | | | |
| Does policy provide guidance on appropriate BWC deactivation (when and how to deactivate) | 1 | | |
| Does policy provide guidance on citizen requests for non-recording or BWC deactivation? | 1 | | |
| TOTAL - VIDEO CAPTURE: DEACTIVATION | 1 | 0 | |

| Policy Issue | Possible Score | Agency Score | If present in the policy, copy word-for-word here: |
|--|----------------|--------------|--|
| Data Transfer/Download | | | |
| Does policy provide guidance on process/requirements for data download (individual responsible, time requirements, by end of shift, etc.)? | 1 | | |
| Does policy specify prohibitions for data tampering, copying, and deleting? | 1 | | |
| Does policy specify process for tagging of videos by category? | 1 | | |
| TOTAL - DATA TRANSFER/DOWNLOAD | 1 | 0 | |
| BWC Viewing | | | |
| Does policy specify authority of officer to review BWC footage he/she recorded under routine circumstances (e.g., completing reports, traffic stops, arrest with no complaint or use of force used, preparing for court, etc.)? | 1 | | |
| Does policy specify authority of other officers to review each other's BWC footage? | 1 | | |
| Does policy address supervisory review of BWC footage for administrative investigations? | 1 | | |
| Does policy address supervisory review of BWC footage for policy compliance (e.g., activation)? | 1 | | |
| Does policy address supervisory review of BWC footage for general performance review? | 1 | | |
| Does policy specify authority and conditions for review of BWC footage by training personnel? | 1 | | |
| Does policy specify process for BWC review following a use of force, complaint, or critical incident (e.g., officer-involved shooting, pursuit)? | 1 | | |
| Does policy specify public sharing of BWC footage? (e.g., at a scene) | 1 | | |
| Does policy specify process for coordination with "downstream" criminal justice actors? (prosecutors, defense, courts) | 1 | | |
| TOTAL - BWC VIEWING | 2 | 0 | |
| BWC Training | | | |
| Does the policy specify mandatory training requirements in order to be authorized to wear a BWC? | 1 | | |
| Does BWC training cover BWC policy? | 1 | | |
| Does BWC training include scenario-based training? | 1 | | |
| Does agency review BWC footage to review/improve use of force and officer safety? | 1 | | |
| TOTAL - BWC TRAINING | 1 | 0 | |
| Public Release | | | |
| Does the policy specify a process to receive and process public records requests for BWC footage? | 1 | | |
| Does the policy specify a process for BWC review and redaction prior to release? | 1 | | |
| TOTAL - PUBLIC RELEASE | 0 | 0 | |



| Policy Issue | Possible Score | Agency Score | If present in the policy, copy word-for-word here: |
|--|----------------|--------------|--|
| Policy and Program Evaluation | | | |
| Does policy specify a process for periodic review of BWC program (including policy review)? | 1 | | |
| TOTAL - POLICY AND PROGRAM EVALUATION | 1 | 0 | |

Passing Grade: Mandatory Items (in Red) 13/13 (100%)

| | Possible Score | Agency Total Score | |
|--|----------------|--------------------|--|
| Total Mandatory Items | 13 | 0 | |
| Total Mandatory Items percentage score | 13 | 0 | |