



**BODY-WORN  
CAMERA**  
TRAINING & TECHNICAL ASSISTANCE

# **DRAFTING BODY-WORN CAMERA POLICY: EXAMPLE POLICY CONTENT**

March 2019

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## Introduction

An agency's body-worn camera (BWC) policy is essential to the successful implementation of its BWC program. This document provides sample policy language that previous BWC Policy and Implementation Program (PIP) grantees have used in their BWC policies to sufficiently address objectives on the BWC Training and Technical Assistance (TTA) Scorecard. The Bureau of Justice Assistance (BJA) and the BWC TTA providers, CNA, Arizona State University (ASU), and Justice and Security Strategies Inc. (JSS), are providing examples of policy language that agencies can use to address Scorecard objectives and BWC topics (i.e., activation, deactivation, citizen notification, etc.) in a variety of ways. This document is not meant to be prescriptive or to direct agencies to address Scorecard objectives or BWC topics in a specific manner.

The Scorecard assess 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. It covers nine BWC policy categories that address 36 specific policy issues. The BWC Scorecard can be found [here](#). When feasible and applicable, each topic area will have multiple policy language examples to demonstrate the variety of ways that each topic can be addressed.

This document will provide sample policy language by BWC topic area and then by Scorecard objective. Examples of the objectives under each topic area can be found below:

BWC Topic Areas	
<b>BWC Policy Development</b>	Were internal agency perspectives involved in policy development (officers, union, supervisors, IT/Records)?
<b>BWC General Issues</b>	Does policy specify who is assigned/permitted to wear BWCs?
<b>BWC Activation</b>	Does policy specify when officers are to activate the BWC?
<b>BWC Deactivation</b>	Does policy provide guidance on appropriate BWC deactivation (when and how to deactivate)?
<b>Data Transfer/Download</b>	Does policy provide guidance on process/requirements for data download (individual responsible, time requirements, by end of shift, etc.)?
<b>BWC Viewing</b>	Does policy address supervisory review of BWC footage for administrative investigations and routine performance reviews?

<b>BWC Training</b>	Does the policy specify mandatory training requirements in order to be authorized to wear a BWC?
<b>Public Release</b>	Does the policy specify a process to receive and process public records requests for BWC footage?
<b>BWC Policy and Program Evaluation</b>	Does policy specify a process for periodic review of the BWC program (including policy review)?

Additional examples of policies from BWC PIP sites can be found [here](#). These policies are publically available and/or provided at the permission of these agencies. Please note that these agencies strive to review and update their policies continuously to ensure that they meet the needs of the department and the communities they serve. The BWC TTA Team has also compiled a [Key Trends in BWC Policy and Practice](#) document that departments may find helpful. The report describes the results of an analysis of 212 policies from FY 2015 (n=54), FY 2016 (n=75), and FY 2017 (n=83) grantees, which resulted in the identification of 24 key BWC policy trends across 10 important BWC topic areas.

If you are unable to find sample policy language on a topic that you are interested in, to request to have your policy reviewed by the BWC TTA Team, or to receive other training and technical assistance, please contact the BWC TTA team at [BWCTTA@cna.org](mailto:BWCTTA@cna.org) or visit our website at [www.bwctta.com](http://www.bwctta.com).

## Sample Policy Language

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The following subsections will provide sample policy language on a variety of BWC policy topics, including General Issues, Activation, Deactivation, Data Transfer/Download, Video Viewing, Training, Public Release, and Policy and Program Evaluation. Each subsection is further broken down by BWC Scorecard objective, as listed in the BWC Policy Review Scorecard.

### BWC Policy Development

While the BWC Policy Development section objectives do not need to be directly addressed in the BWC policy, this is a critical piece of a well-developed, sound, and comprehensive policy. As such, examples of how BWC TTA grantees have addressed these objectives are provided below.

*Were internal agency perspectives involved in policy development (i.e., officers, unions, supervisors, IT/Records)?*

**Sample Policy 1:** A working group of officers, supervisors, union officials, and other key department entities were involved during policy development.

**Sample Policy 2:** The agency established a program working group to implement the BWC program. This group consisted of the two administrative captains, an administrative lieutenant, the city attorney, and two union executive board members (one patrol and one investigative).

*Were external criminal justice/local stakeholders made aware of your decision to deploy BWCs (i.e., prosecutors, defense attorneys, etc.)?*

**Sample Policy 1:** The department advised the City Attorney's office of the intent to deploy BWCs. The City Attorney's Office provided input on the policy development. Defense attorneys were made aware of the deployment through press releases.

**Sample Policy 2:** The decision to deploy BWC's was discussed in countywide Chief's meetings, County Commanders Meetings, and the prosecutor's office meetings. The agency continues to meet with these stakeholders as they look to enhance the current program.

*Were community and advocacy groups made aware of your decision to deploy BWCs?*

**Sample Policy 1:** The deployment of BWCs was made very public with multiple media releases. Multiple community listening/input sessions were held prior to deployment. Meetings were held with numerous advocacy groups such as the ACLU and Communities Against Police Brutality.

**Sample Policy 2:** The BWC policy was developed several years ago. Initially, there weren't very many community groups involved in the policy development. They did,

however, have the support of the Neighborhood Watch Association's president, the Police Officers Association, the Attorney's Office and the District Attorney's Office. Later as the program progressed, the BWC Unit Supervisor met and continues to meet with community groups such as the Mayor's Citizen's Advisory Group and provides training and information sharing on our BWC policy and program. The Statewide Legal Group was also involved in the BWC policy development.

*Did you confirm whether your state mandates a specific BWC policy or elements of BWC policy?*

**Sample Policy 1:** This policy will be reviewed annually as necessary to ensure that the policy is in compliance with applicable local, state, and federal laws; CALEA standards; and court rulings, and that it meets the needs of the Sheriff's Office.

**Sample Policy 2:** The department is mandated by state law and standards to comply with its provisions. Additionally, the department must report its program status and compliance to the Law Enforcement Training and Standards Board.

**Sample Policy 3:** See the MN State statute at the following link:  
<https://www.revisor.mn.gov/statutes/cite/626.8473>

## General BWC Issues

*Does policy specify who is assigned/permitted to wear BWCs?*

**Sample Policy 1:** Body-worn cameras (BWCs) will be assigned to officers at the rank of Sergeant and below and will be required to be used by officers working in a uniformed capacity, including secondary employment, in an assignment that necessitates regular contact with citizens. Plainclothes detectives are not required to wear the external vest and BWC throughout their duty day.

**Sample Policy 2:** A BWC is issued to each sworn officer of this agency. Every officer who is assigned a BWC shall use said BWC. An officer assigned to uniformed patrol field activity shall activate the BWC to record all official and investigative contacts with citizens in the performance of official duties. Nonuniformed officers, including detectives, shall properly wear and activate their assigned BWC

1. prior to and during any attempts to arrest persons;
2. when executing any search warrant or raid;
3. when conducting any field interviews or interrogations; or
4. when responding to officer-in-trouble calls, if time permits.

**Sample Policy 3:** The Chief of Police has determined that all officers will be equipped with BWCs and shall determine the type(s) of duty assignments (e.g., uniformed patrol, plainclothes detectives, special/tactical operations deployments, etc.) when those officers will wear BWCs.

In the case of a task force, team, or unit composed of officers from more than one law enforcement agency, the chief law enforcement officer of the agency overseeing the task

force, team, or unit (e.g., the County Prosecutor in the case of a countywide task force) shall determine whether and in what circumstances officers assigned to the task force, team, or unit will wear BWCs.

*Does policy address wearing of BWCs during off-duty assignments?*

**Sample Policy 1:** Body-worn cameras (BWCs) will be required to be utilized by officers working in a uniformed capacity, including secondary employment, in an assignment that necessitates regular contact with citizens.

**Sample Policy 2:** Those working off-duty or department-paid overtime in uniform of the day shall wear a BWC.

**Sample Policy 3:** Officers assigned BWCs shall use them during off-duty work and shall comply with this policy. BWC use is allowed only for approved off-duty jobs within the city and while wearing the department uniform.

**Sample Policy 4:** Officers shall not use department-issued BWCs while working off-duty assignments or for another law enforcement agency.

*Does policy address wearing of private owned BWCs?*

**Sample Policy 1:** The BWC issued by the Department will be the only BWC authorized for use.

**Sample Policy 2:** Officers will use only the departmentally issued BWC. No personally owned cameras (video or still image) shall be used to record anything within the scope of an officer's duties, except in circumstances as described in Departmental Directive XX.

**Sample Policy 3:** No personally owned BWC equipment will be used without proper authorization.

**Sample Policy 4:** Personally owned BWCs shall not be permitted for departmental use, except in instances approved in writing by the Chief of Police and/or the Deputy Chief of Police. In such instances, the data is the property of the Police Department and shall be managed in the same mode as all other BWC data, inclusive of State Records Retention requirements.

## **BWC Activation**

*Does policy specify when officers are to activate the BWC?*

**Sample Policy 1:** Assigned personnel shall activate the BWC to record all contacts with citizens in the performance of official duties. It is strongly recommended that assigned personnel activate the body camera prior to arriving at high-priority calls for service for evidentiary collection and officer safety reasons.

**Sample Policy 2:** BWCs shall be utilized to record contacts with citizens in the performance of official duties. Examples of such contacts include, but are not limited to the following:

1. The officer has contact with a citizen as a result of a call for service or request for police assistance, including walk-in complaints at Cherry Hill Police headquarters.
2. The officer initiates a consensual field inquiry.
3. The officer initiates an investigative detention, such as a traffic stop, criminal suspicion stop (“Terry Stop”), checkpoint, or roadblock stop.
4. The officer responds to a call for service.
5. The officer is conducting a motorist aid or community caretaking check.
6. The officer is interviewing a witness in the course of investigating a criminal offense.
7. The officer is conducting a custodial interrogation of a suspect, unless the interrogation is otherwise being recorded in accordance with Rule 3:17 (electronic recording of a station-house interrogation).
8. The officer is making an arrest.
9. The officer is conducting a protective frisk for weapons.
10. The officer is conducting any kind of search (consensual or otherwise).
11. The officer is engaged in a police response to any type of civil disorder in circumstances where the officer is engaged with or in the presence of civilians, and the officer or any other officer on the scene may be required to employ constructive authority or force.
12. The officer uses constructive authority or force, or reasonably believes that constructive authority or force may be used in any encounter or situation not otherwise listed in this section based on specific and articulable facts warranting heightened caution that are documented by narration on the recording and/or in any investigation or incident report.
13. The officer is transporting an arrestee to a police station, county jail, other place of confinement, or a hospital or other medical care or mental health facility.
14. The officer reasonably believes that any other officer on the scene has undertaken or is engaged in any of the foregoing police actions/activities.
15. Nothing in this policy precludes an officer from activating the camera if he/she feels that during the course of their duties circumstances dictate that it is reasonably necessary or prudent to do so.

**Sample Policy 3:** BWCs shall be utilized in the following situations:

1. All calls for service, unless outlined in Section B;
2. When in emergency operation mode;
3. All pursuits;
4. All enforcement actions, to include but not limited to the following:
  - a. arrests
  - b. traffic stops
  - c. street encounters
  - d. foot pursuits.
5. When administering Standardized Field Sobriety Testing (SFST);
6. Any situation the officer feels is appropriate, unless prohibited by law or this policy;

7. Any situation at the direction of a supervisor;
8. Prisoner transports; and
9. Show-ups or other identification procedures.

*Does policy specify if officers have discretion on when to activate BWC?*

**Sample Policy 1:** Discretionary Recording: This policy does not describe every possible situation where the BWC may be activated. Beyond the mandated 10 scenarios in the section above, a sworn member may activate the BWC anytime they believe it should be activated based on their training, experience, and judgment, except for the Prohibited Recordings in the following policy section.

**Sample Policy 2:** Once activated, the BWC shall remain on until the incident has concluded, meaning all arrests are made, arrestees transported, and victim/witness/suspect interviews completed unless

1. the incident or event is of such duration that the BWC is stopped to conserve power or storage capacity;
2. the officer reasonably believes deactivation will not result in the loss of critical documentary information; and/or
3. deactivation is approved or ordered by a supervisor.

BWCs may be deactivated during nonenforcement activities such as waiting for a tow truck or a family member to arrive, protecting accident scenes, or in other nonenforcement situations. Nothing in this section should discourage any sworn personnel from recording during nonenforcement situations when, in his or her judgment, the recording may be beneficial.

*Does policy provide guidance on citizen notification of BWC recording?*

**Sample Policy 1:** The officer must provide notice of recording to any person if the person has a Reasonable Expectation of Privacy and proof of notice must be evident in the recording. If exigent circumstances exist that prevent the officer from providing notice, notice must be provided as soon as practicable.

**Sample Policy 2:** When feasible, officers are encouraged to inform members of the public that they are being recorded. If asked, officers should inform those inquiring that audio-video recording equipment is in use, unless doing so would be unsafe for the officer or members of the public.

**Sample Policy 3:** As a “one-party consent” state (meaning that only one party to a communication needs to consent for a recording of the communication to be legal), there is not a duty to notify citizens when recording. If a suspect, witness, victim, or any citizen asks if they are being recorded, sworn personnel may answer truthfully and are encouraged to do so. However, if the sworn member reasonably believes a different answer is necessary for furtherance of the investigation or safe/efficient handling of call, the sworn personnel may answer as they believe is necessary.

**Sample Policy 4:** This policy does not require the officers to inform individuals whom they have encountered that their body-worn camera (BWC) is activated and recording audio/video.

**Sample Policy 5:** The BWC should be activated (audio and video) for all incidents involving citizen contact. Officers shall not be required to inform persons that they are being recorded by wearable video recorders (WVRs) and/or Flex cameras.

*Does policy provide guidance on BWC recording of crime victims and other sensitive populations?*

This sample policy language is further divided into sections by the populations that may need to be considered, such as informants, undercover officers, juveniles, crime victims and witnesses, patients in medical care facilities, and exposed individuals.

#### **Informants and Undercover Officers**

**Sample Policy 1:** Department members shall not intentionally record confidential informants or undercover officers unless the recording is conducted specifically for the purpose of documenting a sting, drug purchase/sale, or other undercover operation in furtherance of a criminal investigation.

**Sample Policy 2:** An officer shall not activate a BWC, or shall deactivate a BWC that has been activated, if the officer knows or reasonably believes that the BWC would capture the image of an undercover officer or confidential informant, or otherwise would pose risk to the safety of an undercover officer or confidential informant, unless such activation is expressly authorized by a supervisor, or unless the exigency of the situation and danger posed to an officer (e.g., active shooter, actual use of force, officer in distress, etc.) require that the encounter/incident be recorded, in which event the officer shall inform his or her supervisor that the image of an undercover officer or confidential informant was recorded.

#### **Juveniles**

**Sample Policy 1:** It is recognized that recordings of juvenile offenders will occur by the use of body-worn cameras when officers are responding to calls for service or during the course of an investigation. Officers shall protect recordings of juveniles captured with the body-worn cameras the same as still photographs of juveniles. If an officer has a need to use body-worn camera recordings of juvenile offenders as part of an investigation, the officer shall comply with state or any other applicable law.

**Sample Policy 2:** Once it has been determined that a victim or witness is a juvenile, an officer should consult with their supervisor prior to initiating a recording of an interview or statement. A parent or guardian should be contacted prior to recording, if at all possible. At scenes where there is a mixture of adults and juveniles, officers are NOT required to deactivate their BWC simply because a juvenile is present. While on school grounds during school-related activities, routine recording of students and school administrators is not permitted and should be limited to only those instances where there is a substantial likelihood that an officer will be required to use force.

## Crime Victims and Witnesses

**Sample Policy 1:** The BWC shall be utilized by any department member assigned this device during all investigative or enforcement contacts. However, there may be limited circumstances when the respect for an individual's privacy or dignity outweighs the need to record an event (e.g., a victim traumatized following a violent assault). When an officer believes such circumstances exist, or that use of a BWC would impede or limit the cooperation of a victim or witness during an investigative contact, an officer may deactivate the BWC after receiving authorization from a supervisor.

**Sample Policy 2:** When members are interacting with victims, witnesses and others from the community who request not to be recorded, members shall

1. balance the value of obtaining a recording with the reluctance of a victim, witness, or others from the community to provide information while being recorded;
2. use discretion in making the decision;
3. not turn off the BWC if the suspect of a crime is present;
4. state the reason prior to the deactivation if the member deactivates the BWC at the request of the witness.

**Sample Policy 3:** Officers shall not use their BWCs to record detailed victim statements in cases of rape, sexual assault, or domestic violence.

**Sample Policy 4:** Officers shall not use a BWC or in-car camera system to record any of the following:

1. An interview with a crime victim unless his or her express verbal or written consent has been obtained before the recording is made. Any recording obtained shall be consistent with the state attorney general's model protocol for response to adult sexual assault cases, the state attorney general's domestic violence protocol for law enforcement, the state attorney general's stalking protocol for law enforcement, and the state attorney general's child abuse and neglect protocol, as applicable. This paragraph shall not apply in cases where a parent or legal guardian is the subject of an investigation to which a juvenile is a victim or witness. In such cases, the juvenile may be interviewed without the express verbal or written consent of the parent or legal guardian under investigation.

## Patients in Medical Care Facilities

**Sample Policy 1:** Officers shall use the BWC only while in the patient-care areas of a health care facility when the recording is for official purposes and care should be used to record only the parties involved in the event being investigated.

**Sample Policy 2:** Exceptions to required activation of the BWC:

2. In patient-care areas of a medical facility, hospital, rape treatment center, or other health care facility where persons are receiving treatment unless an enforcement action such as a crime in progress, a criminal investigation, or anticipating an encounter with an uncooperative person is taking place in these areas.

**Sample Policy 3:** Body-worn cameras will not be used to record in a hospital or other patient setting during a medical or psychological evaluation by a medical practitioner or similar professional. If an individual is under arrest or detained for a psychological evaluation where the person is combative or presents a threat to the officer or public, the officer may activate a body-worn camera, but should be careful to avoid recording persons other than the suspect.

### Exposed Individuals

**Sample Policy 1:** To respect the dignity of others, unless articulable exigent circumstances exist, officers will try to avoid recording videos of persons who are nude or when sensitive human areas are exposed. The BWC's shall not be used to record areas where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms, or restrooms.

**Sample Policy 2:** In cases that are not deemed to be critical or dangerous, circumstances may dictate that an officer stop the recording for modesty/privacy concerns. If practical, and only when safety permits, an officer faced with such a situation may temporarily shield the video camera and continue to record only the audio portion of the incident/event. If an officer makes such a decision, he/she should verbally narrate the reason for temporarily shielding the camera. If officer safety does not permit such an action, the officer is not required to terminate the recording.

*Does policy specify circumstances when recording is prohibited (e.g., locker room, supervisor/officer conversation, strip searches)?*

### Sample Policy 1:

- Officers shall not use a body-worn camera (BWC) recording as a means to conduct a field show-up of a suspect.
- BWCs shall be used only for legitimate law enforcement purposes in accordance with applicable law, departmental policy, and city personnel policy.
- Officers will not record any court proceedings, pretrial conferences, or any other judicial proceedings, including those at the magistrate's office.
- The BWC will not be used to record fellow city employees, except during an investigation of a suspected violation of criminal, traffic, or local law.
- Unless officers are present in an official capacity, their BWCs should not be used in bathrooms, locker rooms, or other places where there is an expectation of privacy.
- For the purpose of protecting their identity, the BWC will not be used while interacting with known confidential informants or undercover officers. In situations where the recording of an interaction with an informant is of important evidentiary value, an officer may choose to capture audio recordings of the interaction by positioning the camera away from the informant.
- Officers will not use the BWC to record personal activity.
- Officers shall use the BWC only while in patient-care areas of a health care facility when the recording is for official purposes, and care should be used to record only the parties involved in the event being investigated.

**Sample Policy 2:** Prohibited recordings and deactivation: Except as otherwise required by this policy, no police officer shall use body-worn recording equipment to intentionally record

1. a communication with other law enforcement agency personnel, except as the officer performs his or her duties;
2. an encounter with an undercover officer or informant;
3. when an officer is on break or is otherwise engaged in a personal activity;
4. a person undergoing a medical or psychological evaluation, procedure, or treatment;
5. any person other than a suspect to a crime if an officer is wearing his/her issued or approved body-worn camera in a hospital or other medical facility setting; or
6. in a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
7. any private conversation to which the officer is not a party; or
8. any telephonic conversation unless specifically authorized by law while in the performance of their official duties.

**Sample Policy 3:** Officers ARE NOT permitted to intentionally record

1. other agency personnel during routine, non-law enforcement-related activities;
2. in restrooms or locker rooms, unless activation is required during the official performance of an officer's duties;
3. when speaking to a confidential informant;
4. discussions that involve preplanned operational strategies or police tactics;
5. inside a medical or mental health facility unless a use of force is anticipated or required;
6. during any strip searches;
7. any internal employee conversation unless all participants in the conversation are aware the recording is being made;
8. inside the confinement area of the detention center (note: officers ARE permitted to record while in the sally port);
9. during the execution of a search warrant where undercover officers are present;
10. during First Amendment-protected activities if the activity is unrelated to a call for service, a specific threat, or an ongoing police investigation.

## **BWC Deactivation**

*Does policy provide guidance on appropriate BWC deactivation (when and how to deactivate)?*

**Sample Policy 1:** Officers deactivating their BWC for any reason other than one of those listed in the section on restrictions for BWC recording must indicate on the BWC recording their reason for deactivating prior to ending the recording. Additionally, the officer must notify their supervisor of the deactivation and be able to articulate the reason for doing so.

**Sample Policy 2:** If BWC recording is interrupted or terminated prior to the end of the incident, the deputy should narrate the reason for terminating the recording prior to deactivating the BWC.

**Sample Policy 3:** Under normal circumstances, once a decision has been made to record an event, an officer may not stop the recording prior to the completion of the event/citizen encounter, unless directed to do so by a supervisor. In cases that are not deemed to be critical or dangerous, circumstances may dictate that an officer stop the recording for modesty/privacy concerns. If practical, and only when safety permits, an officer faced with such a situation may temporarily shield the video camera and continue to record only the audio portion of the incident/event. If an officer makes such a decision, he/she should verbally narrate the reason for temporarily shielding the camera. If officer safety does not permit such an action, the officer is not required to terminate the recording.

Officers involved in prolonged incidents where continued recording is impractical may seek approval from a supervisor to terminate recording with their BWC. In making their decision, supervisors should consider the continued necessity to capture video footage and the individual officer's assignment. If the officer's assignment changes, it is the responsibility of the officer to reactivate his/her BWC consistent with the guidelines of this policy.

**Sample Policy 4:** Only under the following circumstances may an officer deactivate their BWC prior to concluding their involvement in an event:

- Prior to conducting a strip search, the officer will record a 360-degree video of the location where the strip search will be conducted. During the actual strip search, the BWC shall be utilized to capture only audio of the event by positioning the camera away from the subject of the search.
- When taking statements from/conducting interviews of persons who are victims of a crime of a sexual nature or medical professionals providing information pertaining to related examination(s) of the victim. Upon completion of the interview, the BWC should be reactivated until completion of the event.
- When taking statements from juvenile witnesses/victims. Upon completion of the interview, the BWC should be reactivated until completion of the event.
- When requested to do so by victims or witnesses prior to beginning an interview, taking a statement, or gathering information (this applies only when the scene is orderly and the situation is under control and NOT to the relaying of initial suspect information to be disseminated to other officers or for the purpose of initial alerts). The citizen's request to deactivate the BWC shall be captured on the BWC recording prior to deactivation. Upon completion of the interview, the BWC should be reactivated until completion of the event.
- When continuing to record would hinder the cooperation of a nonsuspect.
- When an officer can articulate that continuing to record could compromise the safety or security of a witness or victim.

- If it is determined that the interaction involves a known confidential informant while they are providing information regarding an investigation or potential investigation as an informant.

### *Does policy provide guidance on citizen requests for non-recording or BWC deactivation?*

**Sample Policy 1:** If the citizen objects to being recorded, the officer will note this on the video and end the recording. The intention to stop the recording will be noted by the officer verbally on the BWC.

**Sample Policy 2:** If a request is made for a BWC to be turned off by a party being contacted, the officer should take into account the overall circumstances and what is most beneficial to all involved before deciding to honor the request. For example, an officer may choose to turn off the BWC if its operation is inhibiting a victim or witness from giving a statement. Factors to consider may include the type of call and the vulnerability of the victim, such as the victim of a sexual assault.

**Sample Policy 3:** Individuals do not have the authority to order an officer to cease or limit recording.

## **Data Transfer/Download**

### *Does policy provide guidance on process/requirements for data download (individual responsible, time requirements, by end of shift, etc.)?*

**Sample Policy 1:** Each BWC shall be synced to the deputy in a cloud-based storage system. Each deputy shall ensure the assigned BWC is synced to him/her in the cloud-based storage system. All recorded BWC media shall be securely uploaded no later than their next scheduled day off to the BWC's cloud-based storage system in accordance with the current retention schedule. This does not include extra duty days or overtime.

**Sample Policy 2:** Police officers shall ensure that all files from an issued or approved body-worn camera are securely downloaded and retained, in accordance with the "Storage and Retention" section of this policy, with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.

#### **Storage and Retention:**

1. Digital multimedia video files shall be maintained in an approved storage location such as a server, storage device, cloud storage, website, or other approved secure storage media authorized by the Chief of Police.
2. All digital multimedia video files shall be securely stored in accordance with state record retention laws and department policy.

**Sample Policy 3:** At the end of each shift, members should download recordings to either the cloud or the local server, depending on the model of recording device. Supervisors of units that go off duty from the field may authorize those members to download recordings as soon as practicable the next shift the member works. The

department recognizes that circumstances may arise that prevent the download of recordings at the end of the shift (late calls, device malfunctions, etc.). In those cases, members will advise their supervisor of the delay and download the recordings during the next shift the member works, or as otherwise directed by the supervisor.

*Does policy specify prohibitions for data tampering, copying, and deleting?*

**Sample Policy 1:** No officer shall attempt to erase, edit, or otherwise alter any data captured by a BWC. The downloading or converting of any recording captured by a BWC for any type of personal use is strictly prohibited.

**Sample Policy 2:** All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings or portions thereof.

Only recordings and digital photographs subpoenaed for court or those necessary for departmental hearings or for training purposes will be copied. Copying of recordings shall be performed by the evidence custodian or at the direction of a member of the command staff. No BWC video recording or digital photograph will be copied by or for employees for personal reasons unless specifically approved by the Chief of Police.

**Sample Policy 3:** Deputies will not edit, alter, erase, duplicate, copy, share, or otherwise distribute or disseminate in any manner BWC recordings without prior written authorization and approval of the Sheriff or his designee.

*Does policy specify process for tagging of videos by category?*

**Sample Policy 1:** All files shall be securely downloaded periodically and, generally, no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer. Each file will be recorded as or tagged with a default descriptor and will be maintained as in keeping with the state records management law. Each officer will log into the file storage system by their individual user name and password. Officers are responsible for tagging their individual recordings as follows:

- **Arrest/Detainment:** All officers involved in any incident that results in the detainment or arrest of a person shall tag the recording as such. This file will be maintained for a period of no less than 30 months, as outlined in the state records management law.
- **Use of Force:** Officers involved in any use of physical force shall tag the recording as such. This file will be maintained for a period of no less than 30 months, as outlined in the state records management law.
- **Criminal Investigation:** Officers who record any criminal investigation shall tag the recording as such. This file will be maintained for a period of no less than 30 months, as outlined in the state records management law.
- **Vehicular Accident:** Officers whose video shows a vehicular accident shall be tagged as such. This file will be maintained for a period of no less than 30 months, as outlined in the state records mManagement law.

- Citation: All officers involved in the issuance of any citation shall tag the recording as such. NOTE: accident investigations that result in the issuance of a citation will be tagged as “Citation.” This file will be maintained for a period of no less than 30 months, as outlined in the state records management law.
- Pending Review: All officers involved in any incident not defined above, but where the nature of the incident may prove of training or other value, will be tagged as such, with the result that this file will be maintained for 180 days.

Recordings that contain evidence that is or can be reasonably anticipated as necessary for pending litigation shall be retained for 30 months from the date of such recording, and if litigation is commenced during such period it shall be retained until a final adjudication of such litigation.

**Sample Policy 2:** Members will download all BWC video files to Criminal Justice Information Service (CJIS)-compliant offsite storage (cloud storage) using the approved department docking equipment. Videos will automatically upload once the BWC is placed in the approved docking/charging station. In an effort to reduce the possibility that a video is inadvertently overlooked from a retention standpoint, ALL video must be tagged using one of the provided tagging categories.

**Sample Policy 3:** Recordings will be stored for a specific duration based upon their event type. Officers are responsible for choosing the proper event type for their recording(s). The following are the available event types and storage durations:

1. Traffic Warning – 90 Days
2. Traffic Citation – 180 Days
3. Traffic Accident – 180 Days
4. Assault – 2 Years
5. Domestic – 90 Days
6. Drug Charge/Seizure – 2 Years
7. DUI – 2 Years
8. Evading/Pursuit – 2 Years
9. Motorist Assist – 60 Days
10. Suspicious Vehicle/Behavior – 60 Days
11. Test Recording – 30 Days
12. Other Criminal Offense – 2 Years
13. Other Incident – 90 Days

## BWC Viewing

*Does policy specify authority of officer to review BWC footage he/she recorded under routine circumstances (e.g., completing report, traffic stops, arrest with no complaint or use of force used, preparing for court, etc.)?*

**Sample Policy 1:** A department member who has been assigned a BWC device may review his or her own BWC recording to help ensure accuracy and consistency of accounts. To prevent damage, original recordings shall be viewed only by members who

are assigned a BWC device through means authorized by the department. Any review of a BWC by the officer shall be documented in the incident report corresponding with the incident.

**Sample Policy 2:** A police officer may review a recording from his or her body-worn recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his or her duties.

**Sample Policy 3:** Any officer may review the in-car camera and BWC electronic media prior to making any statements or writing their report unless otherwise directed by the Chief or his designee. Situations where an officer may not be permitted by the Chief or his designee to review their in-car camera or BWC electronic media prior to making any statement or writing a report shall include but are not limited to a serious officer-involved use of force, discharge of a firearm, or in-custody death. The purpose of this denial of access is to ensure that the statement or report made by the officer is made wholly based upon the officer's perspective of the event. Minor discrepancies of facts, timeline distortion, or missed details are a normal psychological response to stress and shall not be considered as dishonesty.

*Does policy specify authority of other officers to review each other's BWC footage?*

**Sample Policy 1:** Agents will have access to review any BWC recordings when preparing written reports or statements.

**Sample Policy 2:** Witness Department members will be allowed to review BWC video only if it can be determined that their on-scene position would allow them to simultaneously perceive events in question from the same perspective as the involved member.

**Sample Policy 3:** Officers will not have access to independently view video files created by another officer. Officers may view another officer's video with his/her consent. Such viewing shall only be for legitimate law enforcement purposes.

**Sample Policy 4:** Officers will not have access to view video files created by another officer.

*How does policy address supervisory review of BWC footage for administrative investigations?*

**Sample Policy 1:** Supervisors may access and review BWC video of officers directly under their command. Any such review is permitted as follow-up to a complaint investigation or any other ongoing training or performance-related issue.

**Sample Policy 2:** The Operations Division Commander/designee is responsible for reviewing nonevidential BWC events in an effort to ensure the equipment is operating properly, assess officers' performance and adherence to written directives and established professional standards, and identify other training needs.

1. Upon completion of said reviews, the reviewer shall document any positive or negative activities observed. This should include any recommendations for training and/or discipline resulting from the observations.
2. The Operations Division Commander/designee is responsible for conducting a review to determine if any individual or group patterns of noncompliance exist. The results shall be forwarded to the Internal Affairs Unit to address the individual officer or the appropriate group through training and or discipline.
3. Separate from the above-mentioned review of randomly selected officers, the Internal Affairs Unit or any other member of the command staff may review specific BWC footage at any time if circumstances arise that require an investigative effort.

*Does policy address supervisory review BWC footage for policy compliance (e.g., activation)?*

**Sample Policy 1:** Supervisors may access and review BWC video of officers directly under their command. Supervisors and BWC Program administrators will conduct audits to ensure employees are in compliance with department policy and recording/tagging protocols.

**Sample Policy 2:** All supervisors are expected to routinely review BWC recordings created by their direct subordinates. A monthly review shall be completed for the previous month, ensuring that videos are being labeled and that the labeling is of the correct formatting. Additionally, during this review supervisors shall be viewing multiple videos from each officer under their supervision, looking at the content of the video. While viewing these videos supervisors should be looking for any videos that would be beneficial to other officers in terms of training videos. Supervisors will complete the “Monthly Squad BWC Review Form” and save an electronic copy within the appropriate folder on the system. Additionally, an electronic copy of this form shall be forwarded through the chain to the supervisor’s commanding officer for review.

*Does policy address supervisory review of BWC footage for general performance review?*

**Sample Policy 1:** Supervisors may access and review BWC video of officers directly under their command; however, this should not be done on a routine basis to simply review employee performance. Any such review is permitted as follow-up to a complaint investigation or any other ongoing training or performance-related issue.

**Sample Policy 2:** Supervisors and BWC Program administrators will conduct audits to ensure employees are in compliance with department policy and recording/tagging protocols. During any review, supervisors should remain watchful of outstanding or noteworthy performance and issue memorandums of noteworthy performance as they deem appropriate.

**Sample Policy 3:** The Operations Division Commander/designee is responsible for reviewing nonevidential BWC events in an effort to ensure that the equipment is

operating properly, assess officers' performance and adherence to written directives and established professional standards, and identify other training needs.

1. Upon completion of said reviews, the reviewer shall document any positive or negative activities observed. This should include any recommendations for training and/or discipline resulting from the observations.
2. The Operations Division Commander/designee is responsible for conducting a review to determine if any individual or group patterns of noncompliance exist. The results shall be forwarded to the Internal Affairs Unit to address the individual officer or the appropriate group through training and/or discipline.
3. Separate from the above-mentioned review of randomly selected officers, the Internal Affairs Unit or any other member of the command staff may review specific BWC footage at any time if circumstances arise that require an investigative effort.

*Does policy specify authority and conditions for review of BWC footage by training personnel?*

**Sample 1:** Officers are encouraged to inform their supervisors of any recordings that may be of value for training purposes.

**Sample 2:** A monthly review shall be completed for the previous month, ensuring that videos are being labeled and that the labeling is of the correct formatting. Additionally, during this review, supervisors shall be viewing multiple videos from each officer under their supervision, looking at the content of the video. While viewing these videos, supervisors should be looking for any videos that would be beneficial to other officers in terms of training videos.

Notifications of the existence of recordings that may be beneficial for training purposes shall be forwarded via the chain of command to the commanding officer of the Training Division for determination of training value and use. If an involved officer objects to the use of a recording for training purposes, he may submit his objection, in writing, via the chain of command to both the commanding officer of the Training Division and the deputy chief of the Management Bureau to determine whether the training value outweighs the officer's objection.

**Sample Policy 3:** Recordings from body-worn cameras may be shown for training purposes upon completion of a criminal case. All such use shall be pursuant to the written authority of the Chief of Police.

*Does policy specify process for BWC review following a use of force, complaint, or critical incident (e.g., officer-involved shooting, pursuit)?*

**Sample Policy 1:** A department member involved in any use of force incident or accident causing injuries will be permitted, but will not be required, to review his or her own BWC video recordings prior to providing a recorded statement or completing reports. Witness Department members will be allowed to review BWC video only if it can be determined

that their on-scene position would allow them to simultaneously perceive events in question from the same perspective as the involved member.

**Sample Policy 2:** If a police officer is giving a formal statement about the use of force, or if an officer is the subject of a disciplinary investigation in which a recording from body-worn recording equipment is being considered as part of a review of an incident, the police officer shall have the right to review such recording in the presence of the officer's attorney or labor representative. Further, such police officers shall have the right to review recordings from other police officers' body-worn recording equipment capturing the police officers' image or voice during the incident under review.

**Sample Policy 3:** Sworn personnel involved in a critical incident may view and/or listen to BWC recordings of the incident only after the sworn personnel meet with the Police Federation representative or legal counsel, if requested, and the sworn personnel and legal counsel meet with the Homicide Unit Commander or designee regarding the process for a critical incident and the process of a voluntary statement, as afforded in General Order: Investigations-Incidents Where Serious Injury or Death Result During Police Custody or Involvement.

**Sample Policy 4:** Any officer may review the in-car camera and BWC electronic media prior to making any statements or writing their report, unless otherwise directed by the Chief or his/her designee. Situations where an officer may not be permitted by the Chief or his/her designee to review their in-car camera or BWC electronic media prior to making any statement or writing a report shall include but are not limited to a serious officer-involved use of force, discharge of a firearm, or in-custody death. The purpose of this denial of access is to ensure that the statement or report made by the officer is done wholly based on the officer's perspective of the event. Minor discrepancies of facts, timeline distortion, or missed details are a normal psychological response to stress and shall not be considered dishonesty.

**Sample Policy 5:** Officers who use deadly force, or officers who witness officer(s) involved in uses of deadly force, will not review body-worn camera video until they are interviewed by criminal investigators, and a supervisor in the Operation Bureau gives the approval for the review of the video. However, prior to the conclusion of the interview, the investigator will review the body-worn camera video with the involved officer or witness officer and allow for additional statements or clarification to be documented in a distinct section of the investigator's report.

*Does policy specify public sharing of BWC footage (e.g., at a scene)?*

**Sample Policy 1:** Officers shall not share BWC recordings with any member of the public or any employee unless it is required in the performance of their official duties and consistent with state and federal law.

**Sample Policy 2:** Community members, suspects, or detainees shall be allowed to review the recordings of BWCs only upon approval of a supervisor, as allowed by law.

*Does policy specify process for coordination with "downstream" criminal justice actors (prosecutors, defense, courts)?*

**Sample Policy 1:** All BWC media involving arrest shall be treated as evidence and shall be handled in accordance with this agency's current evidence procedures.

1. Data Review and Evaluation of BWC
  - a. The following persons are also entitled to request and receive such data pursuant to the State Rules of Criminal Procedure, the State Rules of Civil Procedure, or a court order:
    - i. a person who is the subject of the recording;
    - ii. a criminal defendant if the recording is relevant to a pending criminal action;
    - iii. a civil litigant if the recording is relevant to a pending civil action;
    - iv. a person whose property has been seized or damaged in relation to, or is otherwise involved with, a crime to which the recording is related;
    - v. a parent or legal guardian of a minor or incapacitated person described in sub-item (1) or (2); and
    - vi. an attorney for a person described in sub-items (a) through (e).
  - b. Requests to view or obtain a copy of any data recorded by a body worn camera will be submitted in writing to the Chief Deputy. If approved, the agency system administrator will arrange for the viewing and/or copies to be distributed.

**Sample Policy 2:** Law allows for disclosure or release to a District Attorney for review of potential criminal charges in order to comply with discovery requirements in a criminal prosecution, for use in criminal proceedings in district court, or any other law enforcement purpose. In order to facilitate the sharing of these recordings, upon request from the District Attorney, the final investigating officer will create an electronic case within the remote digital storage system. This officer will then share the case rather than the individual recording(s) with the District Attorney through the remote digital storage system.

The process of creating and sharing of electronic cases with the District Attorney's Office may be assisted by the court liaison officer for cases that have not been assigned to another officer or detective for further follow-up investigation.

At the direction of the District Attorney's Office, officers may facilitate disclosure of BWC footage to defense attorneys for cases in which they are the charging officer and the case has been set on the court docket. This will be facilitated through the officer's Evidence.com account and will require that the officer providing disclosure notate in the BWC video storage system notes field the district attorney directing the disclosure as well as the defense attorney requesting disclosure.

**Sample Policy 3:** Criminal Cases Prosecuted by the District Attorney's Office (DAO):

1. BWC personnel and city IT will assist with coordinating direct server access to DAO officials for the purpose of obtaining BWC recordings for criminal prosecutions.
2. DAs will directly provide defendants with copies of BWC recordings in criminal cases as it deems necessary.
3. DA will be responsible for any required redactions in BWC recordings it provides to defendants.
4. In the event the DA needs assistance in obtaining BWC recordings needed for criminal prosecutions, BWC personnel will assist as needed to ensure necessary BWC recordings are obtained by DA.

#### Other Criminal Cases:

1. Requests by other prosecuting offices (e.g., U.S. Attorney's Office, State Attorney General's Office, etc.) will be referred to BWC personnel.
2. BWC personnel will identify BWC recordings that may be responsive to the request and provide copies of the requested recordings to the prosecutor.
3. BWC personnel will be responsible for any necessary redactions, as requested by the prosecutor.

#### Defense Subpoenas or Demands in Criminal Cases:

1. Defense subpoenas or demands for BWC recordings will be referred to BWC personnel.
2. BWC personnel will consult with the city's Corporation Counsel and the appropriate prosecuting office.
3. BWC personnel will identify BWC recordings that may be responsive to the defense subpoena or demand.
4. BWC personnel will provide copies as advised by the city's Corporation Counsel and/or the prosecuting office.
5. Prior to providing any copies, BWC personnel will review the BWC recording and determine if any redactions may be required. BWC personnel will consult with the city's Corporation Counsel and the appropriate prosecuting office and follow legal guidance regarding any required redactions.
6. BWC personnel will provide the appropriate prosecuting office with copies of any BWC recording provided to the defense as needed.

#### Civil and Administrative Noncriminal Proceedings.

1. Requests, subpoenas, court orders, or other demands for BWC recordings in civil, administrative, or other noncriminal proceedings will be referred to BWC personnel.
2. BWC personnel will consult with the city's Corporation Counsel in such cases.
3. BWC personnel will identify BWC recordings that may be responsive to the request.
4. BWC personnel will provide copies as advised by the city's Corporation Counsel.
5. Prior to providing any copies, BWC personnel will review the BWC recording and determine if any redactions may be required. BWC personnel will consult with the city's Law Department and follow legal guidance regarding any required redactions.

## BWC Training

*Does the policy specify mandatory training requirements in order to be authorized to wear a BWC?*

**Sample Policy 1:** No police officer shall use an issued or approved BWC prior to being trained in accordance with statutes in the use of the equipment and in the retention of data created by such equipment. Every police officer must receive training on the proper care and maintenance of the equipment at least annually.

**Sample Policy 2:** All employees who are issued a BWC must receive training in the use of the BWC by an authorized PD employee, and only those employees that have been issued a BWC and have received the department-authorized training may operate a BWC. All PD employees who use the BWC systems shall receive training on these systems and this policy.

**Sample Policy 3:** All sworn members of this department shall be trained on the BWC prior to usage. This training should include but not be limited to

1. usage
2. limitations
3. activation
4. deactivation
5. retention/request periods.

All sworn supervisors shall also receive training in relation to the usage of reviewing capabilities for administrative purposes.

**Sample Policy 4:** The training unit commander/training officer shall establish a training program to ensure that all officers equipped with BWCs, including supervisors and command staff members, along with officers and civilian employees who access or handle BWC recordings, are familiar with the equipment/software and provisions of this directive.

1. The training programs shall include instruction on the proper use and operation of the unit and the companion software program.
2. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibrations and performance, and to incorporate changes, updates, or other revisions to policy and/or equipment.

*Does BWC training cover BWC policy?*

**Sample Policy 1:** All members who are authorized to use BWC/portable audio video devices must complete mandatory training provided by the department to familiarize themselves with the recording system and departmental procedures prior to its use. Officers shall complete training on the following items:

1. Policy and procedures associated with the use and operation of BWC/portable audio video devices.
2. Nomenclature of the issued BWC/portable audio video devices.
3. Use of accompanied software for the issued BWC/portable audio video devices.
4. Obtaining BWC/portable audio video devices evidence for prosecutorial purposes.
5. Proper positioning of BWC/portable audio video devices for the best possible recording or potential evidence/incidents.

As part of training operational use, the Chief of Police or his/her designee will review the effectiveness of the PD BWC/portable audio video devices program annually and make revisions or recommendations consistent with current standards and practices.

**Sample Policy 2:** Deputies who are assigned BWCs must complete an agency-approved training program to ensure proper use and operation. The deputies shall be trained on the following topics regarding BWCs:

1. technical specifications
2. uniform placement
3. activation/deactivation policy
4. downloading/evidence retention.

Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

Deputies are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

*Does BWC training include scenario-based training?*

**Sample Policy 1:** The department requires officers to demonstrate operational competency through application during fielding training. Scenario applications are used in the Academy to demonstrate competency.

*Does agency review BWC footage to review/improve use of force and officer safety?*

**Sample Policy 1:** The department's Use of Force Review Team reviews every video associated with each use of force incident. This review then recommends any applicable officer retraining, policy revisions, training revisions, or procedural changes.

## **BWC Public Release**

*Does the policy specify a process to receive and process public records requests for BWC footage?*

**Sample Policy 1:** All requests made under the Open Records Act shall be forwarded to the Chief of Police or his designee.

**Sample Policy 2:** Freedom of Information Act (FOIA) requests for BWC video will be addressed by the Commander or his/her designee. BWC video that contains footage of

serious injury or death will be released only with the approval of the Chief of Police or his/her designee. Because a companion criminal investigation is completed in many critical incidents and during all cases involving the use of deadly force, such release will usually occur only after consultation with the Office of the Commonwealth's Attorney.

Consistent with our goal of increased transparency, BWC video depicting routine officer interactions of a noncriminal nature will be released according to the provisions of FOIA. All such video will be reviewed critically to ensure that the privacy rights of all citizens are protected. BWC program administrators and FOIA compliance personnel will ensure that all appropriate video redactions take place prior to releasing any BWC video.

**Sample Policy 3:** FOIA requests and/or subjects depicted or parent/legal guardians thereof may be allowed to view recordings through a formal request forwarded to the office of the Chief of Police. The recording in question will be reviewed for restricted content and may be redacted if authorized by the Chief of Police. If no circumstances exist to restrict the viewing, then the viewing will be allowed. A viewing opportunity will be arranged and coordinated through the office of the Chief of Police within a reasonable period of time following said authorization.

**Sample Policy 4:** Open records requests for copies of recordings from persons or agencies outside of the department shall be directed, in writing, to the Open Records Unit. Open records requests submitted by the media shall be directed, in writing, to the Media and Public Relations Office.

*Does the policy specify a process for BWC review and redaction prior to release?*

**Sample Policy 1:** Consistent with our goal of increased transparency, BWC video depicting routine officer interactions of a noncriminal nature will be released according to the provisions of FOIA. All such video will be reviewed critically to ensure that the privacy rights of all citizens are protected. BWC program administrators and FOIA compliance personnel will ensure that all appropriate video redactions take place prior to releasing any BWC video.

**Sample Policy 2:** Redaction: It may be determined that the BWC cannot be disclosed if it (1) contains information that is otherwise confidential or exempt from disclosure or release under state or federal law; (2) if disclosure would reveal information regarding a person that is of a highly sensitive personal nature; (3) if disclosure may harm the reputation or jeopardize the safety of a person; (4) if disclosure would create a serious threat to the fair, impartial, and orderly administration of justice; and/or (5) if confidentiality is necessary to protect either an active or inactive internal or criminal investigation or potential internal or criminal investigation. In that event, the Administrator may redact the portion(s) of the recording that prevents the disclosure so that those entitled to disclosure may still view portion(s) of the recording.

**Sample Policy 3:** From time to time, there may be an incident where sensitive information has been recorded and needs to be redacted to protect the innocent. The possibilities are too great to list. Some examples of such incidents where redaction may be needed are as follow: the face of a witness who fears for his/her safety or wishes

his/her identity not be disclosed; the date of birth of a witness who fears for his/her safety; personal information such as Social Security Numbers, telephone numbers, or residential addresses; the faces of juveniles, the name of juveniles, children victims of sexual assault, or children witnesses; credit/debit card numbers, banking information, information spoken about medical treatment, or photos showing a deceased person. This list could go on indefinitely; however, it shall be the policy of the Sheriff's Office to handle each incident that is in need of redaction on a case-by-case basis. If a recording shall be in need of redaction, the reason and brief explanation of what was redacted shall be documented in the metadata of the specific video.

## Policy and Program Evaluation

*Does policy specify a process for periodic review of the BWC program (including policy review)?*

**Sample Policy 1:** Semi-annually, the BWC program manager will review and evaluate policy related to BWCs.

**Sample Policy 2:** This policy will be reviewed annually as necessary to ensure that the policy is in compliance with applicable local, state, and federal laws; CALEA standards; and court rulings, and that it meets the needs of the Sheriff's Office.

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## Conclusion

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A comprehensive BWC policy leads to sound BWC practice. This document aimed to provide examples of policy language that agencies can use to address Scorecard objectives and BWC topics (i.e., activation, deactivation, citizen notification, etc.) in a variety of ways. The examples provide were not meant to be prescriptive or to direct agencies to address Scorecard objectives or BWC topics in a specific manner.

If you are unable to find sample policy language on a topic that you are interested in, to request to have your policy reviewed by the BWC TTA Team, or to receive other training and technical assistance, please contact the BWC TTA team at [BWCTTA@cna.org](mailto:BWCTTA@cna.org) or visit our website at [www.bwctta.com](http://www.bwctta.com).