



# Instructions for Completing the Body-Worn Camera Policy Review Process

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## Introduction

As part of the Bureau of Justice Assistance Body-Worn Camera (BWC) Policy Implementation Program (PIP), the CNA Training and Technical Assistance (TTA) team has created the ***BWC Policy Certification Form*** and ***BWC Policy Review Scorecard*** (“the Scorecard”). The Certification Form and 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 complete the Certification Form and review BWC policies using the Scorecard. Interested agencies can access the Certification Form and Scorecard at the [BWC TTA website](#). Instructions for completing the Certification Form and Scorecard can be found on the following page.

If desired, upon completion of the Certification Review Form and/or review and scoring of the policy, an agency may send the completed Certification form or self-reported Scorecard and agency BWC policy to the TTA team ([BWCTTA@cna.org](mailto: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 Process, please contact:

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## Certification Form Instructions

**If your agency has an established and active BWC Policy, please complete the Certification Form.** Interested law enforcement agencies can access the BWC Certification Form at the [BWC TTA website](#).

Please complete and submit the Certification Form and your BWC Policy to your BWC TTA team or via email to [bwctta@cna.org](mailto:bwctta@cna.org). The CNA BWC TTA team will review the completed certification form and policy upon receipt. If there are no follow-up questions, the CNA BWC TTA team will then submit the Certification Form to BJA for review and approval.

## Scorecard Instructions

**If your agency does not have an active or implemented policy, please complete the Policy Review Scorecard.** 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 three columns (see table below); the second includes three questions that capture a narrative of the policy-review process.

### *Worksheet 1 (table):*

Policy Issue	Check, if yes	If present in the policy, copy word-for-word here:
<p>This area denotes the policy issue that the policy process or policy should address.</p> <p><i>Example: Does the policy specify who is assigned/permitted to wear BWC?</i></p>	<p>Check yes if the policy addresses the policy issue. If the policy does NOT address the issue, do not check the box.</p>	<p>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.</p>

- Policy Issue:** There are 9 categories and 37 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 CNA BWC TTA Team will conduct a review of the completed Scorecard, and will provide a formal letter that details the TTA team's assessment of the policy.