



Small Rural Tribal
BODY WORN CAMERA PROGRAM

Policy Review Process

Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Program (SRT BWC)

February 23, 2022

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Overview

- Introductions
- Principles
- The First 'P': Policy Review Process
- Training and Technical Assistance
- Closing Remarks

Introductions

- Dr. Shellie Solomon, JSS, Executive Project Director
- Ms. Christine Connor, JSS, Project Director
- Mr. John Markovic, BJA, Senior Policy Advisor
- Dr. Mike White, ASU, Project Director



Justice & Security Strategies, Inc. *Moving Organizations Forward*



SRT BWC Micro-Grant Principles

- Customer Focused
- Ease of Use
- Leverage Technology
- Data-Driven



The First

P

- Policy Review Process

Why is a BWC policy important?

- Provide guidance for agency
- Assist in achieving goals:
 - Accountability
 - Transparency
 - Safety



Why is a BWC policy important?

- Address states and municipality mandates
- Grant requirements
 - Key milestone for implementation
 - Access funds



BWC Policy and Community Awareness



- Best practice
- Strengthens community relationships
- Some states require community input
 - Community survey

Policy Review Process

- Based on 7 years of experience with agencies
- Ensure BWC policy is comprehensive
- ***NOT meant to be prescriptive***



What does a comprehensive policy include?

- Who is assigned a BWC
- When to activate/deactivate
- Citizen notification
- Downloading
- BWC review (officers, supervisors)
- External viewing/public release
- Training
- Program/policy evaluation



BWC Policy Scorecard

- 13 items
- Yes/no
- *Your agency decides the policy, practices, and guidance*

Policy Development
Were internal agency perspectives involved in policy development (officers, union, supervisors, IT/Records)?
Were external criminal justice/local stakeholders made aware of your decision to deploy BWCs? (Prosecutors, Defense Attorneys, etc.)
Were community and advocacy groups made aware of your decision to deploy BWCs?
Did you confirm whether your state mandates a specific BWC policy or elements of BWC policy?
General Issues
Does policy specify who is assigned/permitted to wear BWCs?
Video Capture: Activation
Does policy specify when officers are to activate the BWC?
Does policy provide guidance on citizen notification of BWC recording?
Video Capture: Deactivation
Does policy provide guidance on appropriate BWC deactivation (when and how to deactivate)?
Data Transfer/Download
Does policy provide guidance on process/requirements for data and footage download (individual responsible, time requirements, by end of shift, etc.)?
BWC Viewing
Does policy specify authority of officers to review BWC footage they recorded under routine circumstances (e.g., completing reports, traffic stops, arrest with no complaint or use of force, preparing for court, etc.)?
Does policy address supervisory review of BWC footage for administrative investigations?
BWC Training
Does the policy specify mandatory training requirements in order to be authorized to wear a BWC?

What should I do if I have a BWC policy?

- You submit a copy of your BWC policy in your online portal
- Policy Review Process
 - Review your policy using the “policy scorecard”
 - Verify scorecard (JSS & BJA)
 - Emailed certificate upon completion
 - Follow-up questions, when needed

01

02

03

04

What should I do if I *don't* have a BWC policy?

- Create one on your own
- Use the Policy Wizard



Policy Wizard



- Software tool designed specifically for SRT
- Select, click, and create an editable document
- Builds a policy within the BWC program framework
- Flexible & tailored to your agency's needs
- Use it voluntarily; not mandated
- “Turbotax” for BWC Policy

Policy Wizard

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[Home](#) [About](#) [Meet Our Grantees](#) [Grantee Resources](#) [Contact](#) [Search](#)

Welcome to the Small, Rural, and Tribal Body-Worn Camera Website. (SRTBWC)

Welcome to the world of body-worn cameras (BWC) for Small, Rural, and Tribal (SRT) law enforcement agencies.

We hope that this site provides you with timely, relevant, and useful information about body-worn cameras (BWCs).

The SRT micro-grant program is funded by the Bureau of Justice Assistance (BJA) and operated by Justice & Security Strategies, Inc. (JSS). The purpose of this initiative is to provide funds and technical support to small, rural, and tribal agencies to implement body-worn cameras.

Grantee Resources



Policy Wizard

The development and creation of a BWC policy is an important aspect of any BWC program. It serves as the foundation for your program and is an inherent part of your implementation efforts. JSS and ASU have created a tool that will provide you with the basics for building that policy.



Grant Resources

JSS provides access to the secure Grants Management portal that houses your micro-grant application and contract file materials. The items in this section address the requirements to successfully execute a federally funded grant program. Additional grant resources will be provided within the coming weeks.



Policy Wizard



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Policy Wizard



The development and creation of a BWC policy is an important aspect of any BWC program. It serves as the foundation for your program and is an inherent part of your implementation efforts. JSS and ASU have created a tool that will provide you with the basics for building that policy.

The Policy Wizard is based on extensive analysis of policies from over 450 agencies across the country and on the experiences of experts who have reviewed those policies. The Policy Wizard will result in a draft of your policy that you can edit, finalize, and submit to JSS for review and approval.

[Policy Wizard](#)



Policy Wizard



Policy Wizard

Sign Up

Log On

Welcome to the Bureau of Justice Assistance Body-Worn Camera (BWC) Administrative Policy Wizard. This tool is designed for small, rural, and tribal (SRT) agencies funded through BJA's BWC SRT program. The purpose of the Policy Wizard is to help agencies by offering a quick and easy tool that can be used to create draft BWC policy. The tool allows the agency to select specific policy options across a range of important BWC policy areas. Those areas include: activation, deactivation, citizen notification, footage download, footage review, training, and policy review. The end result is a draft policy that agencies can modify as needed. A few key points on the Policy Wizard:

1. Use of the Policy Wizard is **completely voluntary**. SRT-funded agencies may already have a policy, or they may choose to develop one on their own. The Policy Wizard is available as a guide but it is not required as a part of the SRT grant.
2. The Policy Wizard is designed to assist an agency develop a comprehensive policy across a range of issues but the **specific policy language is not mandatory**. For each policy issue, we offer at least 3 different selections, as well as an open field text. The Policy Wizard does not mandate what is in your policy. **The agency makes the choices**. On any given issue, an agency can:
 - a. Choose one of the policy options as-is;
 - b. Choose one of the policy options but edit it to fit their needs;
 - c. Choose to include their own policy language;
 - d. Skip any policy issue.
3. The Policy Wizard is a **flexible tool** that allows the agency to stop and start, make modifications, and add as much (or as little) additional policy language as the agency sees fit. The end product is a Microsoft Word document that can be edited, saved, dropped on agency letterhead, etc.
4. The policy product derived from the Policy Wizard is meant to **provide general guidelines**. Actual standard operating procedures should first be reviewed by your agency's legal counsel and approved by designated personnel in your agency.
5. Our SRT TTA team is here to help. One of our analysts can assist as an agency representative goes through the Policy Wizard. For assistance, please send a request to: info@srtbwc.com

Sign Up



Policy Wizard



Policy Wizard

[Home](#) [LogOn](#)

Agency Info

Agency Type

Agency

Address

City State Zip

Telephone () -

Policy Development

Were internal agency perspectives involved in policy development (officers, union, supervisors, IT/Records)?
 Yes No

Were external criminal justice/local stakeholders made aware of your decision to deploy BWCs? (Prosecutors, Defense Attorneys, etc.)
 Yes No

Were community and advocacy groups made aware of your decision to deploy BWCs?
 Yes No

Did you confirm whether your state mandates a specific BWC policy or elements of BWC policy?
 Yes No

Contact Info

First Name Last Name

Email

Password Confirm Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain at least one number
- Must be between 8 and 20 characters

[Sign Up](#)



Policy Wizard



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Policy Wizard

Home

Sign Up

New Users click [Sign Up](#) to create an account to access the portal.

Sign in below if you are already registered.

Email

*

Password

*

[Forgot Password?](#)

Logon

Policy Wizard

SRT *Policy Wizard*
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Policy Writer Download Policy Profile Logoff

The first category is General Issues: Who Will Be Assigned a BWC

- First Category - General Issues
- General Statement
- Patrol Officer BWC assignment
- Non-Patrol Officer BWC assignment
- Second Category - Video Capture:
- When to activate BWC Timing of Activation
- When to activate BWC Mandatory Activation
- When to activate BWC Prohibited Activation

The BWC policy should state clearly who will be assigned a BWC.

It is common to have 3 elements covered in policy:

1. General Statement
2. A statement on assignment to patrol officers
3. A statement on assignment to non-uniform/non-patrol officers

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General Statement

- First Category - General Issues
- General Statement
- Patrol Officer BWC assignment
- Non-Patrol Officer BWC assignment
- Second Category - Video Capture:
- When to activate BWC Timing of Activation
- When to activate BWC Mandatory Activation

- BWC equipment is issued primarily to personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel, and wear it in a conspicuous manner.
- All officers will be trained and familiar with the use and operation of the BWC device. Officers are required to wear BWC devices if assigned one, unless otherwise directed by supervisory personnel or their designee, or other unforeseen circumstances prevent the wearing of the device.
- BWCs will be issued to all sworn personnel who have successfully completed department approved training. Members who are issued a BWC will use the equipment solely for purposes authorized by this policy.
- Other

Maximum 200 words.

BWCs will be issued to all sworn personnel who have successfully completed department approved training or other training source. Members who are issued a BWC will use the equipment solely for purposes authorized by this policy.

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Policy Wizard

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Policy Wizard

Policy Writer

Download Policy

Profile

Logoff

The second category is Video Capture: Activation.

First Category - General Issues

General Statement

Patrol Officer BWC assignment

Non-Patrol Officer BWC assignment

Second Category - Video Capture:

When to activate BWC Timing of Activation

When to activate BWC Mandatory Activation

When to activate BWC Prohibited Activation

Within this category, there are two sections of the policy that require language related to the use of BWC:

1. When BWC are to be activated

The BWC policy should clearly state at what time-point during a service call are officers are required to activate their BWC, when officers are mandated to activate the BWC and when the officers are prohibited from activating their BWC.

2. Citizen notification of the use of BWC

The policy should provide clear guidance regarding citizen notification of the BWC.

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When to activate BWC
Timing of Activation

First Category - General Issues

General Statement

Patrol Officer BWC assignment

Non-Patrol Officer BWC assignment

Second Category - Video Capture:

When to activate BWC Timing of Activation

When to activate BWC Mandatory Activation

When to activate BWC Prohibited Activation

- "Upon Call for Service"- click if you choose policy language for BWC activation upon the call for service.
- "Arrival at Scene"- click if you choose policy language for BWC activation upon arrival at the scene.
- Other

Maximum 200 words.

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Policy Wizard



Policy Wizard

Policy Writer Download Policy Profile Logoff

The sixth category is BWC Viewing
Process for review and redaction

- Misuse of BWC
Prohibited use of BWC
- Sixth Category
- BWC Viewing
- BWC Viewing:
Internal Routine
Review by Officers
- BWC Viewing:
Internal Supervisory
review of
investigations,
complaints
- BWC Viewing:
Internal Supervisory
review for BWC
policy compliance
- BWC Viewing:

Within this category, there are two sections of the policy that require language related to the use of BWC:

1. Internal BWC viewing

The BWC policy should provide clear guidance on who is able to access and view BWC footage. At a minimum, the policy should cover routine review by officers (e.g., for report writing) and supervisory review.

2. External BWC viewing

The BWC policy should provide clear guidance on the process for receiving and handling public records requests as well as the process for review and redaction of BWC footage.

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Policy Wizard

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BWC Viewing: Internal
Routine Review by Officers

- Misuse of BWC
Prohibited use of BWC
- Sixth Category
- BWC Viewing
- BWC Viewing:
Internal Routine
Review by Officers
- BWC Viewing:
Internal Supervisory
review of
investigations,
complaints
- BWC Viewing:
Internal Supervisory
review for BWC
policy compliance
- BWC Viewing:
External Process for

- Prohibited Routine Review: - click if you choose policy language for prohibition of routine review of BWC by officers.
- Mandatory Routine Review ("shall"): - click if you choose policy language for mandatory routine review by officers.
- Recommended Routine Review ("should"): - click if you choose policy language for recommended routine review of BWC by officers.
- Discretionary Routine Review ("may/not required"): - click if you choose policy language for discretionary routine review of BWC by officers.
- Other

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Policy Wizard



Policy Wizard

[Policy Writer](#) [Download Policy](#) [Profile](#) [Logoff](#)

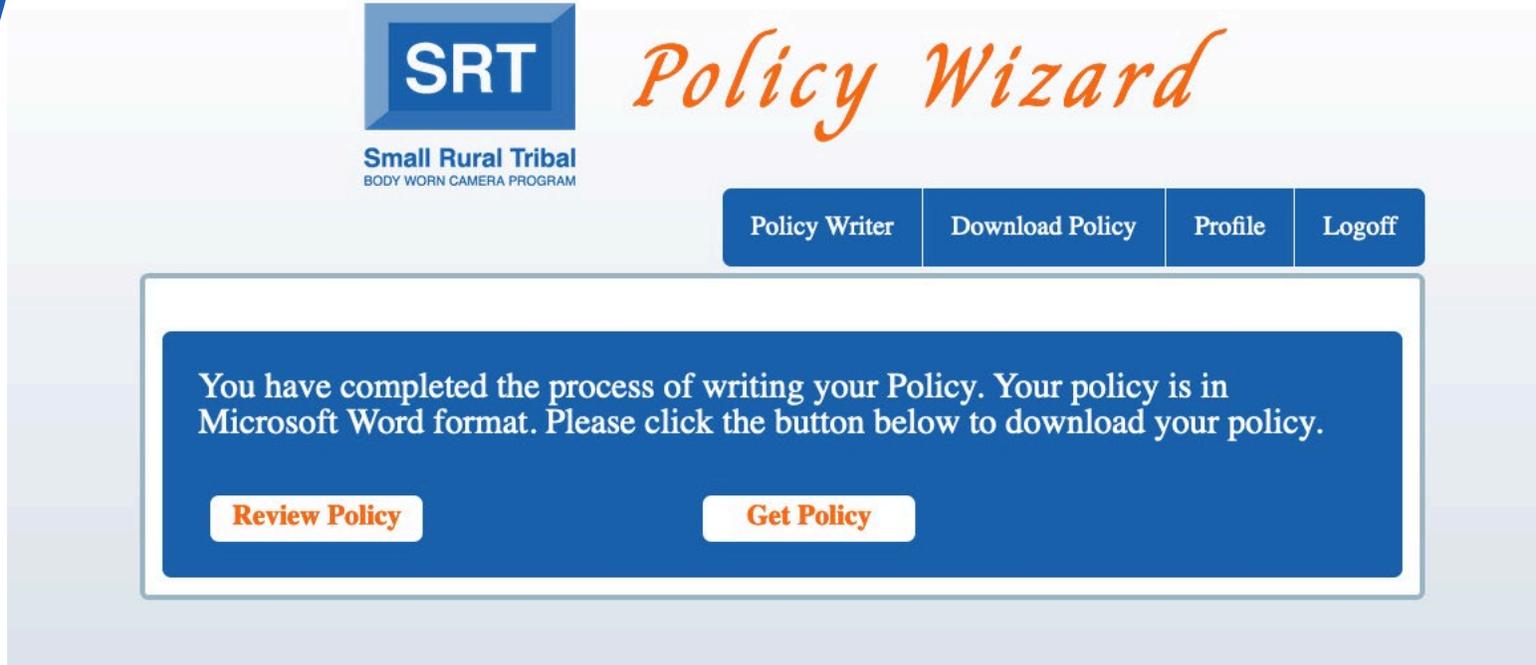
Mandatory Routine Review

- Officers shall review their BWC recordings as a resource when completing written reports and statements. In any incident report for which there is a BWC recording, the deputy shall include a notation and brief summary of the content of the recording.
- When completing reports and/or citations that a recording took place, the officer is to include a brief description of what was captured by the BWC. Officers shall use recordings from the BWC to assist with investigations and aid in completing reports. It is also encouraged to alert supervisors of any recordings that may be of value for future training purposes.
- When preparing written reports or preparing for court testimony, officers shall review their recordings as a resource.
- Other

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- Misuse of BWC
Prohibited use of BWC
- Sixth Category
- BWC Viewing
- BWC Viewing:
Internal Routine
Review by Officers
- BWC Viewing:
Internal Supervisory
review of
investigations,
complaints
- BWC Viewing:
Internal Supervisory
review for BWC
policy compliance
- BWC Viewing:

Policy Wizard



The screenshot shows the Policy Wizard interface. At the top left is the SRT logo (Small Rural Tribal Body Worn Camera Program). To its right is the title "Policy Wizard" in a cursive font. A navigation bar contains four buttons: "Policy Writer", "Download Policy", "Profile", and "Logoff". A central blue box contains the message: "You have completed the process of writing your Policy. Your policy is in Microsoft Word format. Please click the button below to download your policy." Below this message are two buttons: "Review Policy" and "Get Policy".

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Policy Wizard

Policy Writer Download Policy Profile Logoff

You have completed the process of writing your Policy. Your policy is in Microsoft Word format. Please click the button below to download your policy.

[Review Policy](#) [Get Policy](#)



Policy Wizard

JUSTICE AND SECURITY STRATEGIES, INC.
STANDARD
POLICIES AND PROCEDURES

General Statement

BWC equipment is issued primarily to personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel, and wear it in a conspicuous manner.

Patrol Officer BWC assignment

Officers that are assigned to a patrol function shall wear the BWC at all times while on-duty. Officers must wear the body worn camera in a conspicuous manner when in use.

Non-Patrol Officer BWC assignment

Non-uniformed sworn officers engaged in field activities shall wear the BWC at all times while on-duty.

When to activate BWC - Timing of Activation

Except as otherwise provided in this policy, officers shall activate their BWC equipment upon arrival at scene, prior to contact, to record all contacts with citizens in the performance of his/her official duties (i.e., calls for service, vehicle stops, execution of search and/or arrest warrants, observed events).



Training and Technical Assistance

- SRT Website (www.SRTBWC.com)

- Sample Policies
- Policy Guidelines
- Policy Scorecard Info
- Request TTA

BWC Policy

Policy Wizard

The Policy Wizard assists agencies in creating their own policy. The Wizard is based on information from over 450 policing agencies across the country. The tool allows you to select specific options across a range of policy areas. The end result is a document that you can edit and modify to fit your needs.

Sample Policies

This section includes sample policies from small, rural, and tribal agencies. These policies are publicly available and/or provided at the permission of these agencies. Please note that these agencies strive to continuously review and update their policies to ensure that they meet the needs of the department and the communities they serve. These agencies may have updated their BWC policies since their review and participation in the program.

- ✔ Crisp County Sheriff's Department, Crisp County, GA
- ✔ Garner Police Department, Garner, NC
- ✔ Hillsboro Police Department, Hillsboro, OR
- ✔ Little Falls Police Department, Little Falls, MN
- ✔ St. Cloud Police Department, St. Cloud, MN
- ✔ University Police Department: Cal Poly San Luis Obispo Police Department Policy, CA
- ✔ Washington County Sheriff's Office, Washington County, WA
- ✔ Model Policy: Fraternal Order of Police
- ✔ Model Policy: International Association of Chiefs of Police
- ✔ Office of the Attorney General, State of New Jersey, Body-Worn Camera Policy
- ✔ Ohio-IACP Collaborative Resources

Materials about Policy Development

The documents in this section or links to them were written by researchers and experts with experience in implementing body-worn camera programs. Under the BJA-funded Body-Worn Camera Policy Implementation Program (PIP) materials were specifically written for grantees.

Closing Remarks

- John Markovic,
Senior Policy
Advisor, BJA,
USDOJ



BJA

Bureau of Justice Assistance
U.S. Department of Justice

Contact Information

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Your Questions?



COMING

SOON

The Second

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- *Getting Paid*
- March 23, 2022
 - 11:00 AM PST
 - 1:00 PM CST
 - 2:00 PM EST



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Thank You for Joining Us!