



**BODY-WORN  
CAMERA**

TRAINING & TECHNICAL ASSISTANCE

# Body Worn Camera Training Guide

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# Purpose

- ▶ These slides are intended as a resource for law enforcement agencies seeking to develop or modify their body-worn camera (BWC) training program.
- ▶ All materials are intended to be adapted to an agency's local operations, consistent with local and state law.
- ▶ Please reference the BWC Facilitator's Guide as an additional resource. The Facilitator's Guide provides important information about each of the training modules described in this Training Guide.

1/23/2017

# Table of Contents

- ▶ Module 1: Introduction and Background to BWCs in Policing
- ▶ Module 2: BWC Device Specifications and Operations
- ▶ Module 3: BWC Policy and Practice
- ▶ Module 4: Agency Accountability
- ▶ Additional Resources and Readings
- ▶ Example of Review Test Questions

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# Learning Objectives for Module 1: Introduction & Background on BWCs

- ▶ Understanding camera use prior to police BWCs
- ▶ Understanding key events preceding BWC implementation
- ▶ Common goals for deploying BWCs
  - ▶ What is your goal?
- ▶ Common concerns about police BWCs
- ▶ Understanding the research on BWCs
- ▶ Terms to know

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# Common Goals for Deploying BWCs

Increased Transparency

Enhanced Legitimacy and Public Satisfaction

Improved Police Officer Behavior

Improved Citizen Behavior

Expedited Resolution of Complaints and Lawsuits

Improved Evidence for Arrest and Prosecution

Opportunities for Police Training

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Increase officer safety



# Identify the Goals of Your BWC Program

## **Spokane Police Department**

Body cameras are a valuable tool for promoting transparency in law enforcement by recording citizen contacts with police officers. The Spokane Police Department (SPD) uses body cameras to contemporaneously and objectively document citizen contacts. Video footage produced by body cameras may be used as evidence in civil or criminal investigations, reviewed administratively for officer compliance with department policies, used as a tool in law enforcement training, or utilized as a reference in incident documentation (Spokane)

## **Tempe Police Department**

The purpose of the body-worn camera is to:

1. Promote greater transparency and accountability'
2. Document evidence for criminal investigations and prosecutions, internal or administrative investigations, and civil litigation;
3. Assist in resolving complaints against officers, including false allegations by members of the public; and
- 4.1/ Enhance training



# Examples of Select Findings

- Citizen complaints  by 23% (Phoenix) to 88% (Rialto)
- Use of force  by 60% (Rialto) to 75% (Orlando)
- Founded complaints  by about 50% (Phoenix)
  
- Enhanced outcomes in domestic violence cases (Phoenix):
  - ▶ Were more likely to be **initiated** by the prosecutor's office (40.9% vs. 34.3%)
  - ▶ Had **charges filed** (37.7% vs. 26%)
  - ▶ Resulted in a **guilty plea** (4.4% vs. 1.2%)
  - ▶ Resulted in a **guilty verdict** at trial (4.4% vs. 0.9%).
  
- 84% of citizens stated that the benefits of BWCs outweigh the costs (Tempe).
- Citizens rated their police encounters as more “procedurally just” if a BWC was present (Spokane).

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## Terms to Know

**Body Worn Camera (BWC)** – *equipment worn by a department member that captures audio/video signals*

**System Administrator** – *supervisor who is responsible for inventory control and operational maintenance of the BWC system equipment*

**Master System Administrator (MSA)** – *supervisor with full access to the storage database; assigns and tracks master inventory of equipment; controls passwords and user security access rights; liaison between vendor on operational and equipment related matters*

**Evidence Transfer Manager (ETM)** – *router with built-in docking stations that simultaneously recharges the camera while uploading all digitally encrypted data to a server (local or cloud-based)*



# Learning Objectives for Module 2: BWC Device Specifications and Operations

- ▶ Identify key operating functions of the hardware
- ▶ Identify key functionality of software
- ▶ Demonstrate how to activate & deactivate BWC
- ▶ Demonstrate how to dock BWC/transfer files
- ▶ Demonstrate how to charge the BWC

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# Examples of BWC specifications

Mounting

Video resolution

Video & audio format

Still photo capable

Field of view

(72 to 180 degrees)

Night mode

Playback screen

Wireless

Cost

Video safe guards

Pre-event record

Event marking

Battery type

Recording life (1.5-12 hrs)

Charging time (2-6 hrs)

GPS

Size, weight, etc.

Police radio interface

Vehicle mountable

# Hardware and software associated with BWC systems

## Hardware

- Describe head, body, or other mounting options
- Describe user controls
- Describe docking station or wireless download capacity

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## Software

- ▶ Retrieval, storage and management of data
- ▶ Upload/download capacity
- ▶ Encrypted data
- ▶ Field review: other equipment interface (phone/tablet)



# Operations

- ▶ Operations training will vary by BWC vendor. There are more than 50 vendors in the BWC market now. See the recently published Market Survey from the National Institute of Justice for information on vendors and their products  
(<https://www.ncjrs.gov/pdffiles1/nij/grants/250381.pdf>)
- ▶ Agency training instructors should insert the applicable vendor slides on operations. Below is example of what could be covered using one popular vendor (TASER International).



# Start and stop recording



Event  
Button

New Orleans

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## To Start Recording:

Double tap the Event Button; there will be an audible notification (two quick beeps) and a visual notification (LED blinks red).

## To Stop Recording:

Press and Hold Event Button for 5 Full Seconds; there will be an audible notification (long beep) and a visual notification (LED blinks green.)

# Active BWC Training – Operational Issues

Hand out BWCs

Walk participants through a demonstration exercise:

- ▶ Activation
- ▶ Deactivation
- ▶ Charge/Dock BWC
- ▶ Operation modes/functions
- ▶ Transfer BWC footage

## Module 3: BWC Policy and Practice

- ▶ [It is critically important for training instructors to review and discuss the agency's BWC policy. The training module should be modified based on local agency policy. The training should also include scenario-based exercises that addresses key policy issues.]



## Learning Objectives for Module 3: BWC Policy and Practice (should be modified based on agency policy)

### Identify and Review the following:

- ▶ Authorized users
- ▶ Pre-post shift inspection
- ▶ Officer responsibilities
- ▶ Investigator responsibilities
- ▶ When to activate BWC
- ▶ When to de-activate BWC
- ▶ Discretionary activation/de-activation
- ▶ When BWC use is restricted or prohibited
- ▶ Officer review of BWC footage
- ▶ When citizens are to be notified about BWC activation
- ▶ Data transfer, download, and report writing
- ▶ Data storage and retention
- ▶ Release of captured video

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## Who wears a BWC? (modify based on agency policy)

All department members trained to use a BWC while working in uniform and engaging in law enforcement activities.

“Plain clothes” or his/her “uniform of the day” assignments are strongly encouraged to utilize a BWC while engaged in enforcement or investigatory activities If it does not compromise the confidentiality of the activity.

Prior to use in the field, officers must first successfully complete BWC training

## Officer Responsibilities (modify based on agency policy)

- Inspection, general care, and maintenance of a BWC shall be the responsibility of the authorized Department member who has been issued the equipment.
- Malfunctions, damage, loss, or theft of a BWC shall be reported immediately by the officer to their immediate supervisor. All lost or stolen BWCs shall be documented in an incident report.
- BWCs, when worn by patrol officers, shall be worn in the center mass of the officer's chest. Mounting options for other officers shall provide for frontal view in accordance with uniform specification.
- When the BWC is used in an investigative or law enforcement contact, this fact will be documented on any citation, summons, and/or report prepared. Whenever an officers obtains a video statement, the fact the statement was recorded will be listed in the Incident Report. A video statement is not a replacement for a written or tape recorded statement.

## When to Activate the BWC (modify based on agency policy)

Cameras must be activated during all investigative or enforcement contacts as soon as it is safe and practical to do so

All users who arrive on an enforcement or investigative scene shall place their camera in the “On/Record” Mode as soon as it is safe and practical to do so

Any contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

Any other legitimate law enforcement contact where an officer believes a recording of an incident would be appropriate.

Department members have discretion whether to activate a BWC recording during consensual contacts of a non-criminal nature.

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## Officer review of recordings (modify based on agency policy)

- ▶ Officers can review their own BWC recording to
  - ▶ Prepare official reports following an incident to ensure accuracy
  - ▶ Prepare for court testimony.
  - ▶ Determine the identity of witnesses or other investigatory purposes.
- ▶ Exceptions
  - ▶ Involvement or witness to a use of force incident, a complaint against an officer, or a critical incident

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# Module 4 Learning Objectives: Agency Accountability

- ▶ Supervisor access to BWC data
- ▶ Use of BWC data for policy compliance and performance evaluations
- ▶ BWC data for critical incidents
- ▶ Supervisor responsibilities

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# Use of BWC footage for performance evaluations (modify based on agency policy)

- ▶ Using footage for officer training
- ▶ Using footage for monitoring field activity (e.g., sergeant randomly selecting five incidents per month per squad).
- ▶ Officer compliance as a performance indicator

## **Example: Tempe Police Department**

It is NOT the intent of the Department to review digital evidence for the purpose of general performance review, for routine preparation of performance reports, or to discover policy violations.

Employees reviewing event recordings should remain focused on the incident or incidents in question and review only those recordings relevant to their investigative scope. If improper conduct is discovered during any review of digital evidence, the person who discovered the conduct in question shall notify a supervisor. Nothing in this procedure prohibits addressing policy violations.

## Department Review (modify based on agency policy)

- ▶ **The \_\_\_\_\_ will randomly** inspect six videos each calendar month, one from each squad participating in the pilot program
- ▶ Supervisors will have the ability to review captured video and/or meta-data anytime there is an articulable reason to do so
  - ▶ Personnel complaints
  - ▶ Early intervention inquiries
  - ▶ Civil claims
  - ▶ Other types of administrative or criminal investigations
  - ▶ For training purposes

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## Serious Incident Protocol (modify based on agency policy)

- a. Following a critical incidents, any involved officer(s) will turn their BWC over to a supervisor on scene prior to viewing any footage of the incident.
- b. The supervisor(s) will subsequently assume the responsibility of uploading the video in a timely manner.
- c. If a criminal investigation ensues and the involved officer(s) voluntarily submits to a criminal interview, they will be able to view the recorded footage of the incident after the initial interview and after one sleep cycle. The involved officer(s) will then have the opportunity to be re-interviewed if desired.

(Tempe Police Department)

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## Supervisor Responsibilities (modify based on agency policy)

- ▶ You shall ensure that individuals are using the BWC in accordance with policy.
- ▶ You may randomly review BWC recordings to ensure that the equipment is working properly and being used appropriately.
- ▶ You may randomly view BWC recordings to identify any areas that need additional training or guidance.
- ▶ You may view BWC recordings for the purposes of :
  - ▶ Training or critique
  - ▶ Early intervention inquiries
  - ▶ Civil claims
  - ▶ Administrative Inquiries or department investigations of a complaint or other reason.

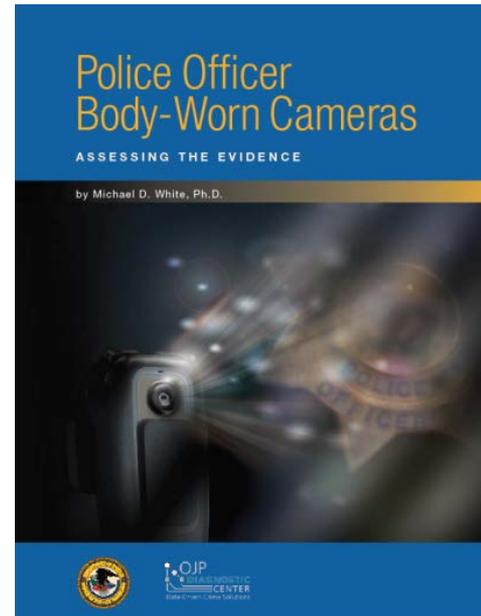
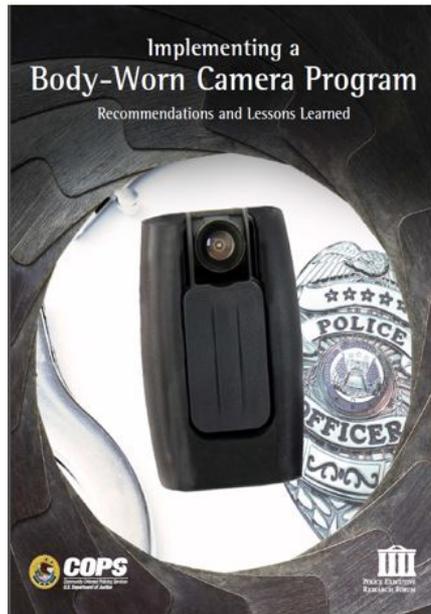


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# Additional Resources and Readings

# PERF/COPS and “Assessing the Evidence” Reports



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# Resources: BJA National Body-Worn Camera Toolkit

- ▶ February 26-27, 2015: Two-day expert panel at the White House
- ▶ May 2015: Toolkit “goes live” at: <https://www.bja.gov/bwc>
- ▶ Serves as an information warehouse on BWCs Research
  - ▶ Policy
  - ▶ Technology
  - ▶ Privacy
  - ▶ Training
  - ▶ Stakeholders



- ▶ Law Enforcement Implementation Checklist

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# Example of Review Test Questions

New Orleans

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# 1. Name/label the parts of an AXON Body camera:

- Lens
- Power Switch
- Operational LED Indicator
- Port
- Event button
- Device Status button
- Battery LED
- Volume / pairing button
- LED Indicator

# 2. Articulate how to activate and deactivate the recording function on the BWC.

- a) The recording function is activated by double-tapping the Event button.
- b) The recording function is deactivated by depressing the Event button for five (5) seconds.



# Participant Feedback

- ▶ How do we address the use or non-use of vendor slides issue?
- ▶ What caveats/warnings should be made to potential users?
- ▶ What material/issues might be missing?
- ▶ How do we appropriately acknowledge agency material(s)?
- ▶ Any suggestions for further review?

