



WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	Body Worn Video
POLICY REFERENCE NO:	Ops/34

Executive Summary.

Policy Objectives:

To direct officers in the correct use of body worn cameras.

To provide guidance on the correct procedures for the force to administer body worn cameras and the video that is produced by them.

To provide specific guidance on;

- Training
- Operational use
- Auditing of hardware

**Any enquiries in relation to this policy should be made directly with the policy contact / department shown below.

Intended Policy Audience.

West Midlands Police policies apply to all Police Officers, Police Staff, Police Community Support Officers, Special Constables, Volunteers, Partners and Contractors.

Current Version And Effective Date.	V2.0	18/02/2019
Business Area Owner	Operations	
Department Responsible	Operations	
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Supporting Documents

- *APP* - <http://library.college.police.uk/docs/college-of-policing/Body-worn-video-guidance-2014.pdf>
- *Code of Ethics* (<http://www.college.police.uk/What-we-do/Ethics/Pages/Code-of-Ethics.aspx>)

Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

Please Note.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.

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Force Vision

Preventing crime, protecting the public and helping those in need.

Force Diversity Vision Statement and Values

“Maximise the potential of people from all backgrounds through a culture of fairness and inclusion to deliver the best service for our communities”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position. Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see <http://www.college.police.uk/What-we-do/Ethics/Pages/Code-of-Ethics.aspx> for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organisation to do the right thing.

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DEFINITIONS.

- **BWV** – Body Worn Video – This relates to either the camera of the video produced by the camera
- **BWC** – Body worn camera – This relates to the hardware
- **BAU** – Business as usual
- **SOP** – Standard Operating Procedure
- **SysOps** – Security Operating Procedure (a document signed by officers to agree terms of acceptable usage)
- **APP** – Approved Professional Practice (document issued by College of Policing highlighting best practice and procedures)

1. INTRODUCTION.

1.1. This policy has been checked against APP. West Midlands Police has adopted the APP provisions, with supplementary guidance contained herein, which reflects local practice and the needs of the communities served by West Midlands Police.

1.2. Those provisions are shown in the links below and can be accessed via the home page of the APP website:

<http://library.college.police.uk/docs/college-of-policing/Body-worn-video-guidance-2014.pdf>

1.3. Policy Objectives:

To direct officers in the correct use of body worn cameras.

To provide guidance on the correct procedures for the force to administer body worn cameras and the video that is produced by them.

To provide specific guidance on;

- Training
- Operational use
- Auditing of hardware

1.4. Body Worn Video cameras are to only be used by WMP officers and staff in line with this policy and guidance. Body Worn Camera systems that are not approved must not be used.

1.5. The College of Policing have issued an interim APP which WMP will follow. When this APP is updated, WMP will review and adopt the latest version if it meets the needs of the force.

1.6. The APP is a generic document for the use with any BWV system. Further Procedural Guidance Documents and SOP's will define BAU processes for the systems approved and used by WMP.

1.7. Some departments will have SOP's that are tailored to their specific needs. All officers will follow their departmental SOP.

1.8. Any SOP will follow the APP and will not contradict it.

2. MANDATORY RECORDINGS.

- 2.1. Body cameras **may** be used with the discretion of officers where there is a lawful policing need. In addition, cameras **will** be used to record mandatory incidents when a camera is available.

Legislation.

- 2.2. There is currently no primary legislation passed by Parliament that covers the use of BWV. It is likely that case law will govern how cameras may and may not be used in the future. In the meantime, the use of cameras is covered by common Law and affected by other pieces of primary legislation (principally the Data Protection Act 2018 and the Human Rights Act 1998).

Common Law.

- 2.3. Common law provides that unless there is a law that prohibits an action then it is permitted (*Malone v Commissioner of Police of the Metropolis (No.2)*[1979] EWHC 2 (Ch)). There is currently no Act of Parliament or court judgment in relation to the use of Body Worn Video. "Where the police or other public authority are acting just as the public would expect them to act, it would ordinarily no doubt be artificial and unreal for the courts to find a prima facie breach of Article 8 and call on the State to justify the action taken by reference to Article 8(2)." (*Woods v Commissioner of Police for the Metropolis*).

2.4.

Data Protection Act 2018 & Management of Police Information (MOPI).

- 2.5. The below is guidance from the Information Commissioners Office:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

- 2.6. Principle 1 of the Data Protection Act 2018 states that information is treated as being "fairly and lawfully processed" if:

Lawfulness

- We have identified an appropriate lawful basis for our processing.
- If we are processing special category data or criminal offence data, we have identified a condition for processing this type of data.
- We do not do anything generally unlawful with personal data.

Fairness

- We have considered how the processing may affect the individuals concerned and can justify any adverse impact.
- We only handle people's data in ways they would reasonably expect, or we can explain why any unexpected processing is justified.
- We do not deceive or mislead people when we collect their personal data.

Transparency

- We are open and honest, and comply with the transparency obligations of the right to be informed.

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2.7. As a general rule, where an officer is in uniform or clearly identified as a police officer and is clearly carrying or wearing a BWC, the Information Commissioner's Office would consider that Principle 1 (fair processing requirements) has been satisfied:

- When using BWV, officers should ensure that 'fair processing principles' are complied with;
- Officers should, where possible/practicable, announce to the subject(s) of an encounter that video and audio recording is taking place using BWV;
- Recordings should commence at the start of any deployment to a non-discretionary recording incident (see 5.2) and should continue uninterrupted until the incident is concluded, either because of resumption of normal patrolling or because recording has commenced through another video system (e.g. at a custody suite);
- In cases where an officer uses their discretion to record (see 5.1), recording should continue until the incident is concluded.
- Recordings should not be made of general patrolling duties unless this is part of a specific operation;
- Recordings should generally not be made of officers completing large amounts of paperwork, such as statements.
- BWV will only be deployed to or at designated Public Order Incidents or Football duties upon the instruction of the Silver Commander
- Access to recordings must be controlled and only persons having the 'operational need' to view specific incidents may view them;
- All footage recorded by BWV will be retained in accordance with MOPI, WMP retention schedule and data protection data guidelines. Non-evidential recordings will be automatically deleted by the system after 31 days (as per NPCC guidelines), however at any time during this period the film can be marked as evidential and it will be retained;
- A record must be made of the destruction of any non-evidential recording, this is generally managed by the system software;
- Prior to disposal, all reasonable steps must have been taken to ensure that the images are not required as evidence in any case under investigation both internally and externally;
- Subject access will be available until such time as the film is deleted;
- Evidential footage must be retained in accordance with MoPI and the WMP Retention Schedule.

Guidance on the Forces MoPi policy and retention periods can be found here:

http://intranet2/functions/information_management/force_records/records_management/review_retention_destruction/mopi.aspx

Police and Criminal Evidence Act 1984 (PACE).

2.8. Section 64A (PACE) (as amended by Section 116 of the Serious Organised Crime and Police Act 2015) permits a person to be photographed, with or without their consent, by a constable elsewhere than at a police station.

2.9. The power is applicable if the person has:

- been arrested by a constable for an offence;
- been taken into custody by a constable after having been arrested for an offence, by a person other than a constable;
- been made subject to a requirement to wait by a CSO.

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- been issued with a notice to leave under Section 27 of the Violent Crime Reduction Act 2006;
- or been issued with a Penalty Notice for Disorder or a Financial Penalty Notice by a constable, CSO or accredited person.

Within Section 64A the definition of a photograph includes a moving image (i.e. footage captured by a BWV).

Criminal Procedure and Investigations Act 1996 (CPIA).

- 2.10. It is a requirement that the police are in a position to disclose both used and unused images, and be able to demonstrate that this has been done. Deletion of any police generated images prior to their respective retention periods may amount to a breach of the Act if they are not then available for disclosure. Therefore officers using the provided software will be compliant with the Act, as data will be automatically overwritten if not marked for retention after 31 days. Evidential data is held on the server in perpetuity and any actions in relation to this data are recorded in an audit trail.

Freedom of Information Act 2008 (FOIA).

- 2.11. The FOIA grants a general right to access to all types of recorded information held by public authorities; which may include digital images recorded on BWV. The Act however, provides exemptions to the requirements to disclose information. These include Section 30 - investigations or proceedings and Section 31 - law enforcement and Section 40 - personal data; hence BWV footage in this context is likely to be exempt from release under the terms of the FOIA.

Human Rights Act (HRA).

- 2.12. Article 6 of the ECHR provides for the right to a fair trial. All images from BWV have the potential for use in court proceedings whether they provide information that is beneficial to the prosecution or defence; this policy allows for the correct retention and audit trail to maintain compliance with Article 6
- 2.13. Article 8 is the right to respect for private and family life, home and correspondence. Officers using BWV must consider Article 8 when recording and not record beyond what is necessary for policing purposes.

Regulation of Investigatory Powers Act 2000 (RIPA).

- 2.14. This guidance is intended for the overt use of BWV by police officers, therefore the provisions of RIPA are not applicable in this instance.

Identification procedures.

- 2.15. Code of Practice D of PACE relates to the identification of persons by police officers and includes the use of video identification. If any BWV footage captured by the police is to be used to assist with the identification of suspects, then officers must ensure that the Code is followed.

Responsibility.

- 2.15. All BWV devices must be stored in the chargers ensuring that they are ready for use and all footage is downloaded.

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- 2.16. All recordings are deleted from the BWV device automatically by the programmed software when the BWV is docked and the images are downloaded by the officer. The camera will flash when docked and downloading, there are a number of combinations of colours shown on the devices as they are docked indicating their status. Each dock has a guide to these combinations printed on it. The progress of the download is viewable via the download software on the console PC.
- 2.17. Any error indications mean the device should not be used and it must be taken out of service and reported to a Sergeant/Super User. If the BWV is found to be defective or malfunctioning the Sergeant/Super User will return the equipment to the supplier via IT & D for replacement under Warranty.
Further help topics and advice can be found on Evidence.com or here: http://intranet2/hq_departments/it_digital/what_we_offer/body_worn_video_guide.aspx
- 2.18. When issued the officer must ensure that a camera is working correctly before leaving the station. This should if practicable include the following basic checks:
- unit is correctly assembled;
 - the on/off button is functioning;
 - the audio and visual indicators are working.
- 2.19. If an officer, through urgent operational circumstances, has to take a BWV device without it being booked out to them on the system, they must ensure the device is subsequently booked to them prior to docking and downloading. This will ensure that images are allocated to them and the integrity of the process and any evidential value of those images is preserved.
- 2.20. Once recording has commenced, the officer should, if practicable, make an announcement (captured on the recording) with regards to the time, date, location and the rationale for the recording. The announcement should be made so that all persons who could potentially be recorded are aware that they are being recorded. The spirit of RIPA 2000 should be considered, so that collateral intrusion is minimised and only those persons and areas that are required for evidential and intelligence purposes are captured. The recording must continue throughout the incident unless the issue of collateral intrusion applies; book-marking separate recordings (see later) would then be more appropriate. An announcement should, if practicable, be made (captured on the recording) to indicate the ending of the recording.
- 2.21. Each evidential recording must be identified on the system by the following:
- OASIS URN and date (in the ID field in the format of nnnn, dd/mm/yy e.g. 0123,01/01/14)
 - Exhibit number
 - Marked as evidential (with the appropriate MOPI category)
- 2.22. Each recording that is non evidential but is in relation to:
1. An arrest
 2. A crime number
 3. A DV non crime number

Must be identified on the system by OASIS URN and date (in the ID field) and marked as evidential (with the appropriate MOPI category)

Mandatory recordings.

2.23. The following are mandatory for officers to record:

- All stop and searches
- All use of force (where practicable)
- All use of spit hoods
- All use of Taser (where practicable)
- All Domestic Incidents (unless it can be justified by the officer that obtaining best evidence requires the camera to be turned off)
- When deployed to a Mental Health Institution (see below) notwithstanding that the Mental Health Unit (Use of Force) Act 2018 has yet to take effect
- If recordings could not be made before a spontaneous incident, recording should commence as soon as it is possible to do so to take advantage of the pre-record function, even if at that time the incident has concluded

Use of BWV in mental health institutions.

2.24. Officers will abide by the provisions of Section 12 of the Mental Health Unit (Use of Force) Act 2018, which stipulates:

- (1) If a police officer is going to a mental health unit on duty that involves assisting staff who work in that unit, the officer must take a body camera if reasonably practicable.
- (2) While in a mental health unit on duty that involves assisting staff who work in that unit, a police officer who has a body camera there must wear it and keep it operating at all times when reasonably practicable.
- (3) Subsection (2) does not apply if there are special circumstances at the time that justify not wearing the camera or keeping it operating.

Overt Recording.

2.25. All use of cameras must be communicated to those being recorded as soon as is practicable. The cameras will be overt and must have a sticker or sign that informs a casual observer that the camera is there.

3. ISSUING AND RETURNING CAMERAS.

3.1. Cameras are available to all officers / PCSO's on either a personal or pool issue.

3.2. Personal issue cameras will be issued to any officer/PCSO who is in a front line uniform role. This includes, but is not limited to:

- Response
- Neighbourhood (Police Officers and PCSO's)
- FSU
- OSU
- Firearms
- Dogs
- Motorway Policing

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- 3.3. All other officers will have access to pool cameras. These are identified by name such as 'Wolverhampton 1', 'Bournville 4' etc.
- 3.4. These pool cameras are not to be used as personal issue cameras.

Responsibility.

- 3.5. It is the responsibility of supervisors to ensure that their officers are equipped with cameras when needed.
- 3.6. It is the responsibility of supervisors to ensure that cameras are returned to Local Delivery when their staff move to a non-front line uniform role or to a role where a different model of camera is given as personal issue (moving to or from firearms for example)

Process - Initial issuing.

- 3.7. If an officer has moved into a role where they require a camera and did not have a personal issue camera in their previous role, they are eligible to be issued with a camera.
- 3.8. Approval will be required from a Power User (listed here: http://intranet2.wmpad.local/functions/it_digital/what_we_offer/body_worn_video_guide/power_users_cascade_trainers.aspx) before a camera is issued.
- 3.9. The Power User will ensure that the user is not in possession of a camera and will authorise one to be issued from local delivery. The camera will be assigned to the officer on evidence.com by local delivery.

Process – Returning camera.

- 3.10. When an officer leaves the force or moves into a non-front line uniform role, they must return the camera to local delivery. It is the responsibility of that officer's supervisor to ensure that the camera is returned for reassignment.

Process – Replacement for faulty camera.

- 3.11. Where an officer believes a camera to be faulty, the camera will be diagnosed by either
- MyIT (self help)
 - Power User
 - BWV SME (Administrator)
- 3.12. Once a camera is identified to be faulty, a MyIT reference number is to be recorded. The officer will take the camera to local delivery with the reference number. Local Delivery will then:
1. Take the broken camera
 2. Issue a replacement
 3. Assign the replacement to the officer
 4. Un-assign the broken camera from the officer to record it as being broken

Process – Replacement for missing camera.

- 3.13. Where an officer discovers their camera to be missing they will make every effort to locate their camera. This may include checks on evidence.com to identify whether the camera is currently in a dock.

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- 3.14. If the camera is not located, the officer will report the missing camera directly to Information Management here:
<https://forms.sp.wmpad.local/securityincident>
- 3.15. The officer will report this to the BWV SME and take the reference number to local delivery to be issued with a replacement camera. Local delivery will assign a new camera to the officer.
- 3.16. The BWV SME will ensure that the missing camera is recorded as missing on the system and that the circumstances of the loss are properly investigated.

4. PUBLIC ORDER DEPLOYMENT WITH CAMERAS.

- 4.1. Body worn cameras are capable of assisting officers in public order situations. Two types of camera will be available (body and head cameras). Use of body worn cameras does not replace the role of specialist Evidence Gathering Teams. Whether cameras are deployed or not and in what regard will be at the discretion of the silver commander.
- 4.2. The silver commander will dictate how cameras are to be deployed in any pre planned public order operation. Public Order Training will supply a dedicated Tac Advisor to assist silver commanders in making these decisions.
- 4.3. The following must be considered when this decision is made:
- The role of EGT is not replaced by the use of body cameras
 - Officers cannot be ordered to record their entire duty (but can be ordered to record whilst at specific points in an operation or when specific circumstances arise)
 - Deployment of cameras is likely to generate hours of unused material that will need to be reviewed as part of any investigation
 - How this material is to be handled needs to be identified by the silver commander as part of their tactical plan
 - Number of cameras deployed
 - Who in a serial/PSU will be equipped
 - Suggested options include (but are not limited to)
 - Serial supervisors only
 - 1-2 officers per serial
 - All officers
 - PSU commanders
 - Front serial/rank only
 - A mixture of the above
 - The view from a chest mounted camera will be obstructed where
 - large crowds are close to officers
 - shields are used
 - Head mounted cameras will only be used when officers are wearing public order helmets
 - Operating a head camera is harder due to how it is mounted and officers will likely have the camera running non-stop whilst wearing a helmet
- 4.4. In all other situations, the senior officer present will decide if and how BWV will be deployed.
- 4.5. Body worn video may be used to record verbal decisions and the use of the National Decision Making Model by commanders at the scene, as well as briefings.

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- 4.6. Head cameras are available on a pool basis for Public Order trained officers. They may be equipped with both a body camera and a head camera. There are 110 head cameras available for this purpose. 10 cameras will be based at each of 10 Response stations and a further 10 at Park Lane for the OSU.

Responsibility.

- 4.7. It is the responsibility of the silver commander to ensure that the rationale for the decisions on camera deployment are recorded.
- 4.8. Unless otherwise dictated in policy, department SOP or by instruction of the commanding officer, officers will have the discretion to use the cameras as they deem necessary.
- 4.9. All footage recorded must be marked up with the correct reference number (log number in the ID field on evidence.com) for the operation or incident. It is the responsibility of the user to do this.

5. LIST OF APPROVED CAMERAS/SOFTWARE AND USER ROLES.

- 5.1. This guidance lists the different hardware and software solutions approved by WMP for body worn video cameras.
- 5.2. Officers who are in a role listed below will have access to either a personal issue camera or a pool camera. If an officer moves from a role where they had a personal issue camera to a role where a personal one is not approved (see list below), they must return the camera to be reallocated.

List of approved software.

- 5.3. Evidence.com is a web based DEMS (digital evidence management store) solution for body worn video.
- 5.4. Axon Capture is a mobile app that is approved for use on force mobility devices only.
- 5.5. Axon Sync is a desktop app approved for use by:
- IT&D
 - Administrators
 - Taser technicians
- 5.6. There is no other approved software for use with body worn video.

List of approved cameras.

- Axon body 2 (body camera)
- Axon Flex 2 (head camera)

User roles.

- 5.7. All users who are in a role where a camera is available will be able to have an account on evidence.com.
- 5.8. The following user groups will be issued with personal issue body cameras:
- Front line uniform officers who deal with the public outside of police stations on a daily basis. This includes, but is not limited to:

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- Response
- Neighbourhood (Police Officers and PCSO's)
- FSU
- OSU
- Firearms
- Dogs
- Motorway Policing

5.9. The following user groups will have access to pool body cameras:

- Investigators
 - FCID
 - PPU
- Partnerships
- Special Constables in all roles
- All other officers in roles not detailed in paragraph 5.8 above

5.10. The following user groups will have access to personal issue head cameras:

- Firearms

5.11. The following user groups will have access to pool head cameras:

- CMPG Motorbike officers
- Public Order trained officers

6. TRAINING AND ACCESS TO SOFTWARE.

6.1. All users will have training in the use of cameras and will sign a SysOps form to confirm that they will use the camera correctly. This will be recorded on their personal file by Shared Services.

Guidance and training.

6.2. Training will be provided by Operational L&D during initial training. Cascade trainers are available for give top up training for officers who move departments.

Responsibility.

6.3. It is the responsibility of all officers to ensure that they have had the appropriate training in order to correctly use the cameras and the software.

Process.

New starters

6.4. Training will be provided during the officers/PCSO's/civilian investigators initial training. A copy of their training record will be completed and sent to MyIT requesting accounts set up for them. A SysOps form will also be signed and sent to Shared Services.

Transferees

6.5. Training will be provided during their induction. A copy of their training record will be completed and sent to MyIT requesting accounts set up for them. A SysOps form will be signed and sent to Shared Services.

Account types on Evidence.com.

6.6. Evidence.com allows different levels of access. Each user of the system will be allocated an account type to correspond with their role. This document will not cover all of the different levels of access that the software provides, rather the names of the roles and the basic privileges that are afforded to that account type.

Account Type	Privileges	Who will have this role
Admin	View all un-restricted evidence Create accounts Update security settings Allocate cameras Update accounts Change camera/Taser settings Access to Axon SYNC	IT&D and BWV SME
User	View own evidence	All front line uniformed PC's and PCSO's who will have a personal issue camera. This includes: Response, Neighbourhood, FSU, OSU and Dog's.
Investigator	View all un-restricted evidence	All PC/DC's in investigative roles who view evidence of others to complete their day to day role. This includes, but is not restricted to PPU, FCID, Partnerships, Offender Managers, PSD.
Supervisor	View all un-restricted evidence Allocate cameras	All Sergeants and above
Child PPU	View all evidence	Nominated persons on Child PPU who will have access to view indecent images of children that may have been captured on camera. Requires authorisation from a C/INSP to be granted this role
PSD Admin	View all evidence Allocates cameras Create accounts Update accounts on the system	Nominated persons in PSD who will administer the department. These roles will be approved by the PSD SLT.
PSD Senior Investigator	View all evidence	Nominated persons in PSD. Roles allocated by the PSD Administrators
FOU	View own evidence	Firearms PC's
FOU Supervisor	View all un-restricted evidence Allocate cameras	Firearms Sergeants and above
FOU Restricted	View all evidence	FIM's, senior officers who can authorise firearms deployments
Power User	View all un-restricted evidence Allocate cameras	Individuals nominated by the BWV SME

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Taser Admin	View all un-restricted evidence Allocate Tasers Change Taser settings Access to Axon SYNC Access to Taser logs	Persons nominated by Taser Team
Taser Download	View all un-restricted evidence Access to Axon SYNC Access to Taser logs	SPOCS nominated by Taser Admin
Shared Services	No access to evidence Allocates cameras	Members of local delivery/shared services
Homicide	Access all footage	Nominated persons on FCID who will have access to view restricted images of murder scenes that may have been captured on camera. Requires authorisation from a D/Ch. Insp to be granted this role.

7. FAULTY CAMERAS.

7.1. Cameras that are not operating correctly need to be replaced. Diagnosis of the fault is required to confirm if the error is due to the camera, the docking station or a user error in the cameras operation.

Process.

7.2. When an officer believes that a camera is not operating correctly or is broken the fault will be diagnosed in one of the following ways:

- Self-service via MyIT (when available)
- A power user will check the camera
- The BWV SME will check the camera

7.3. The outcome will be one of the following:

- Camera faulty – replacement required
- Camera not faulty

7.4. Where a camera is not found to be faulty, one of the following will be the reason:

- User error in the operation of the camera (retraining or advice given to the user)
- Fault with camera docking station (replacement of docking station required)

7.5. Where a replacement is required, a MyIT reference number will be raised.

7.6. Cameras:

1. The faulty camera will be taken to Local Delivery by the officer with the MyIT reference number.
2. The camera will be replaced
3. The new camera will be assigned to the officer on evidence.com by Local Delivery Staff
4. The faulty camera will be marked as faulty on evidence.com by the Local Delivery Staff

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5. Faulty cameras will be returned to the mobile devices team (based at Lloyd house)
6. On receipt of faulty cameras, mobile device team will return working cameras to the local delivery on a one for one basis.
 - Cameras will be recorded as being with the respective shared services on Evidence.com at this point
7. Mobile devices team will raise an RMA with the supplier
8. Camera will be sent back to Axon using recorded delivery
 - Several cameras can be returned at the same time
 - Cameras will be individually placed into an envelope with the camera serial number, return address and RMA reference number on the outside
 - All returned cameras will be placed into a single box which will be posted via recorded delivery to the supplier (return address will be included on the outside of the box)
9. All returned cameras will be recorded as being returned to Aon and no longer in the possession of WMP on evidence.com
10. When replacements arrive, the cameras will be docked to register on WMP systems
11. Cameras will be recorded on Evidence.com as being in Lloyd house

7.7. Docks:

1. The Faulty dock will be reported to the ITS via MyIT
2. ITS will attend station and replace dock
3. New dock will be programmed to allow uploads from cameras
4. Faulty dock will be returned to mobile devices team
5. Mobile devices team raise an RMA with the supplier for the faulty dock
6. Faulty dock is returned to supplier via recorded delivery
7. Replacement dock is sent to Mobile Devices Team at Lloyd House by supplier

8. AUDITING OF HARDWARE

- 8.1. Body worn cameras are expensive pieces of equipment that have the capability of containing personal information. As such it is the responsibility of WMP to account for each device and report on any missing cameras.
- 8.2. Audits are to be carried out at regular intervals.
- 8.3. Personal issue cameras will be audited every 6 months (April and October). Pool Cameras will be audited monthly.
- 8.4. Evidence.com allows for the remote monitoring of cameras and can show, amongst other things:
 - Last upload time/date
 - Current assigned user
 - Last/current working dock the camera was placed into
 - Naming convention that will identify the correct location for Pool cameras

Process.

8.5. Personal Issue Cameras

- Notification will be sent out to all officers of the audit, asking them to ensure that they film a short clip and dock their cameras

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- A report is to be run on evidence.com that will highlight the last date evidence was uploaded
- Any camera that has not uploaded in the previous month will be investigated
 - Checks on evidence.com to identify if the camera has been in a dock in the previous week
 - Checks with the officer to ensure that they are not abstracted or other reason that they have not carried out the requested upload.
- Where cameras are still unaccounted for
 - Officers' supervisor will be required to make a physical check for the camera
 - Missing cameras are to be reported as lost if this appropriate, and the circumstances of the camera's loss will be investigated
- Faulty cameras are to be replaced

8.6. Pool Cameras

- Physical count of all cameras in each station to be done by
 - Local Delivery where the pool cameras are in the same station as themselves
 - Nominated individual in stations with pool cameras but no Local Delivery present
- Where cameras cannot be physically found a report will be run to check
 - Who the camera is currently assigned to
 - Last upload date
 - Last time camera was in a dock
- Any camera that has not been in a dock for over a week
 - Checks made with Inspectors at station to locate and identify the camera
 - Last know user contacted and asked to say where camera is
- Where a camera is being used as a personal issue camera
 - Officer spoken to and camera returned to pool use
- Where camera is located in different station
 - Camera returned to correct station to be used as pool
 -

Reporting missing equipment.

8.7. All missing cameras must be reported to Information Management:
<https://forms.sp.wmpad.local/securityincident>

8.8. All missing cameras are to be recorded as missing on Evidence.com.

9. GOVERNANCE

9.1 The use of Body Worn Video Cameras and Evidence .com will be under the direction of ACC Operations. There will be governance meetings held quarterly to consider:

- The on-going needs of the force in terms of equipment and system provision
- Developments locally, nationally and internationally in the use of BWV within policing
- Performance and operational issues – including relationships with interested partner agencies
- Any other relevant issues arising

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- 9.2 Governance meetings will be attended by representatives from each NPU and operational force department that uses BWV or Evidence.com, as well as IT & D, Information Management & Security, and Operational Learning & Development.
- 9.3 NPU and operational force department that uses BWV or Evidence.com will nominate a manager to act as their SPOC in relation to the management and governance of BWV. This SPOC may or may not be an existing power user.

10. EQUALITY IMPACT ASSESSMENT (EQIA).

- 10.1. The policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:
- Eliminate discrimination, harassment, and victimisation.
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this policy.

11. HUMAN RIGHTS.

- 11.1 This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

12. FREEDOM OF INFORMATION (FOI).

- 12.1 All official policy/procedural guidance documents will be considered for publication under the principles of FOI on the external website for public disclosure`. Please see the ICO Definition Document for Police Forces for further details https://ico.org.uk/media/for-organisations/documents/1280/definition_document_for_police_forces.pdf

13. PROMOTION / DISTRIBUTION & MARKETING.

- 13.1. The following methods will be adopted to ensure full knowledge of the Policy:
- Publication on the Policy Portal
 - Publication on Freedom of Information Page
 - Noticeboard message

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14. REVIEW.

- 14.1. The policy business owner Operations maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.
- 14.2. The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.
- 14.3. A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.
- 14.4. Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 14.5. Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



CHIEF CONSTABLE

15. VERSION HISTORY.

Version	Date	Reason for Change	Amended/Agreed by.
2.0	18/02/2019	Policy drafted onto template	Pc William Salt, Insp Steve Barley