



# Body Worn Video Cameras (BWVC)

## **Standard Operating Procedure**

April 2023

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### **Development/Version Control:**

SOP developed by M. Mander, Neil Townsend, and Gavin Mayhew following a review and the development of the Audio-Visual Recording Device (AVRD) Policy (April 2023), that replaced the previous Body Worn Video Camera Policy.

SOP implemented 3<sup>rd</sup> April 2023.

## Overview

The Standard Operating Procedure for Body Worn Video Cameras (BWVC) has been developed to ensure D&S IFCA Officers are compliant with the overarching Audio and Visual Recording Devices (AVRD) Policy 2023.

Where applicable the procedures developed for BWVC should be applied to other audio-visual recording devices. This Standard Operating Procedure will be reviewed and amended as required.

## Preparation

- Officers **must** familiarise themselves with the functions available on their particular device.
- Officers **must** check the battery charge levels are sufficient.
- Officers **must** check that a time and date is displayed & be aware of any time differences that exist (e.g., British Summer Time).

## General Principles

- All officers wearing BWVC should record all engagements and inspections. Recordings should begin at the **start** of a boarding or inspection or as soon as practical afterwards.
- Where practicable Officers will ensure that anyone being recorded will be informed about the recording and why this is being done.
- Officers **must** be mindful of their surroundings and the field of view from the camera, recordings should be restricted to areas and persons necessary.
- On request, D&S IFCA Officers **must** provide details of who to contact for queries or complaints and explain how a copy of the AVRD Policy and other relevant Data Protection policies can be obtained.

## Start of Recording

- A pocket notebook (PNB) **must** be used to note the start and end times of recordings.
- Officers **must** make a verbal announcement that the BWVC (or other AVRD) is recording both audio and video.
- Officers **must** explain reasons for recording (Policy) and set out lawful basis to do so Common Law and MaCAA 2009 - section 255.

## During Recording

- Officers **must** be mindful of their surroundings and field of view. Recordings should be restricted to areas and persons necessary.
- Commentary can be used by Officers if required.
- If an interruption is needed, Officers should make a verbal announcement. Officers **must** record the reason for interruption or potential termination of the recording in their PNB.

- Recording “Audio Only” is a function available on the Guardian G1 device by pressing the Audio record button. This type of recording can be used if it is determined that visual recording is not appropriate.
- Images can be captured during a recording by pressing the snapshot button.

## Concluding a Recording

- Officers **must** note the time when the recording ends in their PNB.
- If requested, Officers **must** explain how persons can request a copy of the recording and the overarching AVRDC Policy document. The AVRDC Policy is available to view on the Authority’s website (Section D of the website Resource Library).

## Post use

- All data **must** be transferred to the Officers designated folder on the secure server at the earliest opportunity.
- Devices **must** be placed on charge at the earliest opportunity to ensure readiness.

## Data Handling & Audit

- Log files on the BWV footage log.

## Retention

- Retention **must** be justified in accordance with Data Protection Principles. Retention of BWVC recordings is documented in the D&S IFCA Data Protection Register.
- All footage **must** be reviewed within 31 days. Footage relating to an investigation will be transferred to relevant case file and all other footage will be deleted from the server unless otherwise required.
- An entry will be made on the D&S IFCA Case File Summary Sheet to indicate that the case file includes BWVC recordings as part of the evidence.
- Digital case files (that may contain BWVC recordings) are retained for 5 years.

## Rights of others

- Persons filmed have rights as specified in the D&S IFCA AVRDC Policy and also specified within D&S IFCA Privacy Policy.
- These documents are either posted on the D&S IFCA website or can be obtained by contacting D&S IFCA.
- D&S IFCA also has a customer complaints procedure that is posted on the D&S IFCA website or can be obtained by contacting D&S IFCA.

End.