



Body Worn Video Cameras (BWVC)

Standard Operating Procedure

September 2025

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Development/Version Control:

SOP developed by M. Mander (Chief Officer), Neil Townsend (Principal Policy Officer), and Gavin Mayhew (Senior Enforcement Officer) 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. Review of content in September 2025 by same personnel, with minor amendments applied to reflect changes in the Audio Visual Recording Devices (AVRD) Policy & Information document (September 2025).

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, last reviewed and updated in September 2025. 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 inspections; however, the recording of other engagement (for example informal conversation or gathering of intelligence) is at the discretion of Officers. Recordings should begin at the **start** of an 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, and 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.
- Persons being intentionally recorded (audio/video, or both) **will** be made aware that the AVRD is in use.
- Officers **must** confirm, if requested, that D&S IFCA has a lawful basis to undertake the recording (Common Law and MaCAA 2009 - section 255) with detail available in D&S IFCA's AVRD Policy.

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 **should** 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 (still 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 and the AVRDC Policy.
- All footage **must** be reviewed within **90 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 **6 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.