

Starting a Body Worn Camera Program



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Topics Overview

- ▶ Computer Equipment
- ▶ Hiring a BWC Technician
- ▶ Retention Categories
- ▶ Maintaining BWC Database
- ▶ Setting up Users
- ▶ Training
- ▶ Time Studies
- ▶ Dedicating time to review/redact
- ▶ Take care of yourself



Recommended Computer Equipment

- ▶ A decent CPU (recommend Intel Core i7 or above)
- ▶ RAM: at least 8 GB RAM
- ▶ Monitor screen: at least HD resolution (Preferably 2 screens)
- ▶ A dedicated graphic card is recommended for the best visual performance
- ▶ Noise cancelling headphones
- ▶ Ergonomic mouse



Hiring a BWC Technician

A BWC Technician is a unique position and here are some suggested requirements when searching for the right person:

- ▶ A person who is either comfortable with computer programs and/or has experience with video editing
- ▶ A person who is prepared to view graphic and disturbing images
- ▶ A bonus would be a person having experience in law enforcement or criminal law



Setting up Retention Categories



WASHINGTON
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Law Enforcement Records Retention Schedule
Version 8.0 (February 2022)

8.1 CASE MANAGEMENT

The activity of managing the agency's cases and investigations. Unless specifically indicated, series cover records of both adults and juveniles.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE09-01-08 Rev. 3	Recordings from Mobile Devices – Incident Identified Recordings, created by the law enforcement agency using mobile recording devices, and whether manually or automatically triggered, that are <i>known</i> to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result. Includes all mobile recordings, regardless of where recording device is mounted, such as: • Bodycam (device on officer's chest, shoulder, head, cap, sunglasses, pole/stick, etc.); • Dashcam (or any other device mounted on the inside or outside of a vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.); • Dogcam (on an animal's body – canine, equine, etc.); • Drone (unmanned aerial vehicle or any other remote controlled equipment). Excludes records covered by: • <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i> • <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001).</i>	Retain until matter resolved <i>and</i> until exhaustion of appeals process <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE2016-001 Rev. 2	Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) Recordings, created by the law enforcement agency using body worn cameras, <i>provided that</i> the recording is <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Excludes records covered by: • <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i> • <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);</i> • <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08);</i> • <i>Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras) (DAN LE09-01-09).</i> <i>Note: Retention based on 60-day requirement for certain body worn camera recordings (RCW 42.56.240).</i>	Retain for 60 days after date of recording <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

Setting up Retention Categories

- ▶ Citations - Driving Under the Influence Retain for 10 years after date of issuance
- ▶ Citations/Notices of Infraction Issued Retain for 3 years after date of issuance
- ▶ Case files - Other cases (Routine) Retain for 5 years after conclusion of investigation AND until exhaustion of appeals process
- ▶ Solved Homicides Retain for 20 years AND until exhaustion of appeals process
- ▶ Sex Offender/Sexually Violent Offense Retain for 5 years after conclusion of investigation AND until exhaustion of appeals process THEN transfer to Washington Association of Sheriffs and Police Chiefs for permanent retention (WASPC Sex Offense Imaging Archive cjis@waspc.org)
- ▶ Traffic accidents with fatality or serious injury Retain for 50 years after conclusion of investigation
- ▶ Unsolved Homicides, Missing persons, and Unidentified Bodies Retain for 75 years after case opened AND until no longer needed for agency business

Example of Retention Categories

▶ All Reports	10 years
▶ No Report/No Enforcement	60 days
▶ Traffic Stop (Non DUI)	3 years
▶ Homicide (Solved)	20 years
▶ Missing Person/Unsolved Homicide/Unidentified Bodies	75 years
▶ Fatality/Serious injury Accident	50 years
▶ Non-Disclosure Requested	60 days
▶ Restricted	60 days
▶ Records Hold/Litigation Hold - Records use only	Until manually deleted

Maintaining Database of BWC Program

- ▶ Making sure videos/photos stored in BWC database are labeled properly
 - ▶ Ensure that Video/Photo is properly identified (case number)
 - ▶ Ensure that Video/Photo is properly categorized with correct retention
 - ▶ Use RMS to identify Video/Photo to properly ID/categorize
 - ▶ Check Videos/Photos on a daily basis for errors
 - ▶ Communicate with Officer/Deputy with any questions



Setting up Users

- ▶ Who needs access and what type of access/permissions
 - ▶ Officers/Deputies
 - ▶ Command Staff
 - ▶ Detectives
 - ▶ Records/Evidence staff



Training in Public Records and BWC Program

- ▶ Know your public disclosure laws RCW 42.56.240
- ▶ Register for any training available
 - ▶ WAPRO
 - ▶ LEIRA
 - ▶ Washington State Attorney General's Office
 - ▶ MRSC
 - ▶ Washington State Archives
 - ▶ Body Worn Camera Vendor training
 - ▶ Reading updates/release notes provided by Body Worn Camera Vendor
 - ▶ Attending Body Worn Camera Vendor conference



Time Studies



Seattle Police Department conducted a time study to determine the amount of time it takes to redact BWC recordings and these are their time study results:

Time Study Results:

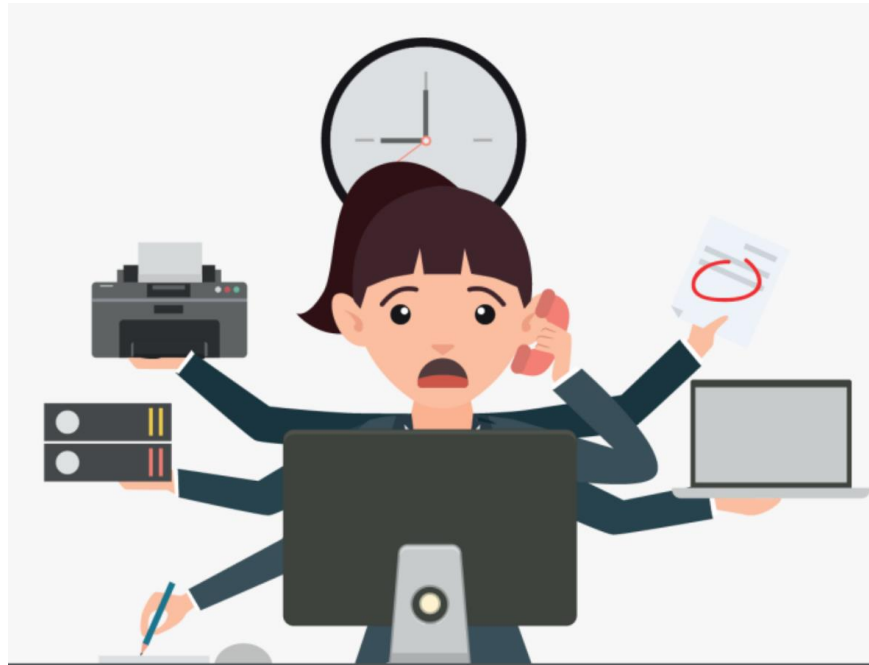
Redaction Type	Actual Time	Redaction Time
Targeted Video Redaction with or without Targeted Audio Redaction	1 Minute per individual or object redacted	10 Minutes per individual or object redacted
Targeted Audio Redaction Alone	1 Minute	5 Minutes
Screen Blur or Screen Blackout	1 Minute per segment	1 Minute per segment

Source: Seattle Police Department Redaction Cost Study Revised 2018

Dedicate time for reviewing/redacting BWC videos

If you are required to do other tasks, know that it is difficult to stop and start reviewing/redacting BWC videos when attempting to multi-task.

If possible, try to set aside uninterrupted time for reviewing/redacting BWC videos.



Slow Beginning

Know that in the beginning of your deployment of a BWC program, requests are going to come in slowly at first but once the public knows you have BWC videos, the PDR requests will increase.



Take care of yourself

- ▶ Counseling for traumatic events in videos
- ▶ Peer Support
- ▶ Hobbies
- ▶ Overall Mental Health



Watching BWC videos is like looking through the eyes of the officer, seeing and hearing what they do. They handle some very traumatic events and receive training on how to cope.

Offering resources and support for a BWC Technician is a key point in running a successful BWC program:

- ❖ Phone App - Cordico
- ❖ Book - Emotional Survival for Law Enforcement
- ❖ Behind the Badge Foundation

