# Instructions for Completing the
# Body-Worn Camera Policy Review Scorecard

## Introduction

As part of the Bureau of Justice Assistance Body-Worn Camera (BWC) Pilot Implementation Program (PIP), a Training and Technical Assistance (TTA) team—composed of members of CNA, Arizona State University, and Justice and Security Strategies, Inc.—has created a **BWC Policy Review Scorecard** ("the Scorecard"). The Scorecard assesses the comprehensiveness of an agency's BWC policy, captures local issues that influence policy (e.g., specific state regulations), and identifies areas for policy enhancement.

The purpose of this document is to provide law enforcement agencies with guidance on how to review BWC policies using the Scorecard. Interested agencies can access the Scorecard at the BWC TTA website. Instructions for completing the Scorecard can be found on the following page.

If desired, upon completion of the review and scoring of the policy, an agency may send the self-reported Scorecard to the TTA team (BWCTTA@cna.org) for review. The TTA team will then provide a formal letter that details its assessment of the policy.

For all other questions regarding the **BWC Policy Review Scorecard**, please contact:

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## Scorecard Instructions

Interested law enforcement agencies can access the **BWC Policy Review Scorecard** at the BWC TTA website.

There are two worksheets in the Scorecard: the first consists of four columns (see table below); the second includes four questions that capture a narrative of the policy-review process.

### Worksheet 1 (table):

| Policy Issue | Possible Score | Agency Score | Transcription of the Policy Issue, If Noted in the Policy |
|---|---|---|---|
| This area denotes the policy issue that the policy process or policy should address (e.g., "Does the policy specify who is assigned/permitted to wear BWC?"). | This is the numerical score possible (**1**) if the issue is covered within the policy. | If the policy addresses the policy issue, insert a score of **1** in this space. If the policy does NOT address the issue, insert a score of **0**. | If the policy issue is addressed, directly copy (word-for-word) the section(s) of the policy that details the policy issue. This can be done using the "Copy and Paste" function. |

- **Policy Issue:** There are 11 categories and 45 specific policy issues in the Scorecard. Policy issues listed in **red text** are mandatory (17 total) for all BWC policies, according to the criteria developed by the TTA team and the Bureau of Justice Assistance (BJA). Agencies funded through BJA's BWC Pilot implementation Program that do not have mandatory items within their policy are required to revise their policy in order to access federal funds.
- **Possible Score:** Each policy issue receives a possible score of **1**. There are category subtotals, as well as an overall total score (45 possible, including 17 required).
- **Agency Score:** If the policy and/or policy process addresses the policy issue, insert "**1**" into this column. If the policy and/or policy process does not address the policy issue, insert "**0**."
- ***Transcription of the Policy Issue, If Noted in the Policy*:** If the policy and/or policy process addresses the policy issue, directly copy (word-for-word) information from the policy into this cell. The purpose of this process is to facilitate discussion regarding any missing information, confusing information, and/or other policies that address the policy issue. This column demonstrates compliance with each particular policy issue. The column can also be used to record relevant information that may not be directly included in the policy (e.g., specific details on policy development, training, or separate policies that govern requests for public records).

## Worksheet 2 (narrative questions):

This worksheet (tab) asks four questions (below) to allow for a narrative review of the agency policy:

1. Does the reviewed policy represent a deliberate and well-considered policy development process?
2. Identify any important issue areas in the agency's policy that may present concerns in the future, and that should be monitored by TTA Provider/BJA (i.e., if an agency does not have a policy that requires officers to notify citizens that they are recording, please note that BJA and the agency may want to review future data for evidence of citizen's complaints of 'unauthorized recording.'). If no issue areas are identified, please note that the agency is a good target for general comparison with other national BWC programs.
3. Identify the work and persons involved in this policy review. Please note if and how many iterations of the policy have been completed and which areas have been modified as a result of this review process.
4. Please note your approval/disproval of this policy as well as whether the site has made any related TTA requests.

**Understanding Your Completed Scorecard:**

- To assess your results, tally the totals on Worksheet 1. The higher the score, the stronger the policy.
- This scorecard is not intended to dictate policy one way or another. The scorecard should be used to determine policy comprehensiveness.
- The Scorecard and instructions provided here are designed to facilitate a law enforcement agency's review of their BWC policy. The TTA team also is available to review an agency's self-reported Scorecard. Upon completion of the review and scoring of the policy, an agency may send the Scorecard to the TTA Team (BWCTTA@cna.org). The core TTA Team (CNA, ASU, and JSS) will conduct a review of the completed Scorecard, and will provide a formal letter that details the TTA team's assessment of the policy.

| Body Worn Camera Policy Review Scorecard | | | |
|---|---|---|---|
| **BWC PIP Site:** | | | |
| **Policy Issue** | **Possible Score** | **Agency Score** | **If present in the policy, copy word for-word here:** |
| **Policy Development** | | | |
| Did agency review National BWC Toolkit and PERF/COPS report? | 1 | | |
| Did agency review other agency policies on BWCs? | 1 | | |
| **Did agency involve appropriate internal units in policy development?** | **1** | | |
| **Did agency involve appropriate external criminal justice/local stakeholders in policy development?** | **1** | | |
| **Did agency share policy with community and advocacy groups?** | **1** | | |
| Did community members and advocacy groups play a role in policy development? | 1 | | |
| **TOTAL - POLICY DEVELOPMENT** | **6** | **0** | |
| **General Issues** | | | |
| **Does policy specify who is assigned/permitted to wear BWC?** | **1** | | |
| Does policy specify requirements/conditions for required and voluntary BWC wearing? | 1 | | |
| Does policy address wearing of private-owned BWCs? | 1 | | |
| Does policy specify body/uniform location for BWC placement? | 1 | | |
| **TOTAL - GENERAL ISSUES** | **4** | **0** | |
| **Video Capture: Activation** | | | |
| **Does policy specify when officers are to activate the BWC?** | **1** | | |
| **Does policy specify/require that officers document existence of BWC recording?** | **1** | | |
| Does policy specify if officers have discretion on when to activate BWC? | 1 | | |
| **Does policy provide guidance on citizen notification of BWC?** | **1** | | |
| Does policy specify circumstances/conditions when officers can choose to not activate? | 1 | | |
| Does policy provide guidance on BWC recording of crime victims and other sensitive populations? | 1 | | |
| Does policy specify circumstances when recording is prohibited? (e.g., locker room, supervisor/officer conversations, strip searches) | 1 | | |
| **TOTAL - VIDEO CAPTURE: ACTIVATION** | **7** | **0** | |
| **Video Capture: Deactivation** | | | |
| **Does policy provide guidance on appropriate BWC deactivation (when and how to deactivate)** | **1** | | |
| Does policy provide guidance on requirements for discretionary deactivation/non-activation of BWC? (citizen request for non-recording) | 1 | | |
| **TOTAL -  VIDEO CAPTURE: DEACTIVATION** | **2** | **0** | |
| **Data Transfer/Download** | | | |
| Does policy assign responsibility for data download/transfer? | 1 | | |

| Policy Issue | Possible Score | Agency Score | If present in the policy, copy word for-word here: |
|---|---|---|---|
| **Does policy provide guidance on process/requirements for data download (time requirements, by end of shift, etc.)?** | **1** | | |
| Does policy specify prohibitions for data tampering, copying, and deleting? | 1 | | |
| Does policy specify incident types/categories for proper tagging of videos? | 1 | | |
| Does policy specify process for tagging of videos by category? | 1 | | |
| Does policy address chain of custody issues/concerns? | 1 | | |
| **TOTAL - DATA TRANSFER/DOWNLOAD** | **6** | 0 | |
| **Data Storage/Retention** | | | |
| **Does policy specify process/location for proper video storage?** | **1** | | |
| **Does policy specify data retention periods by incident category?** | **1** | | |
| **TOTAL - DATA STORAGE/RETENTION** | **2** | 0 | |
| **BWC Viewing** | | | |
| **Does policy specify authority of officer to review BWC footage he/she recorded?** | **1** | | |
| Does policy specify authority of other officers to review BWC footage? | 1 | | |
| **Does policy specify authority and conditions for supervisory review of BWC footage?** | **1** | | |
| Does policy specify authority and conditions for Internal Affairs review of BWC footage? | 1 | | |
| Does policy specify authority and conditions for review of BWC footage by training personnel? | 1 | | |
| Does policy specify process for BWC review following a critical incident (e.g., officer-involved shooting, pursuit)? | 1 | | |
| Does policy specify prohibitions for public sharing of BWC footage? | 1 | | |
| Does policy specify process for auditing of BWC footage for performance review or policy compliance? | 1 | | |
| Does policy specify process for coordination with "downstream" criminal justice actors? (prosecutors, defense, courts) | 1 | | |
| **TOTAL - BWC VIEWING** | **9** | 0 | |
| **BWC Training** | | | |
| **Does the policy specify mandatory training requirements for participation in the BWC program?** | **1** | | |
| **TOTAL - BWC TRAINING** | **1** | 0 | |
| **Public Release** | | | |
| **Does the policy demonstrate an understanding of the state's public disclosure laws?** | **1** | | |
| Does the policy specify whether certain categories of BWC are exempt/prohibited from public disclosure? | 1 | | |
| Does the policy specify a process to receive and process public records requests for BWC footage? | 1 | | |

| Policy Issue | Possible Score | Agency Score | If present in the policy, copy word for-word here: |
|---|---|---|---|
| Does the policy specify who is authorized to approve release of BWC footage? | 1 | | |
| Does the policy specify a process for BWC review and redaction prior to release? | 1 | | |
| Is the BWC policy publicly available? (If yes, how?) | 1 | | |
| **TOTAL - PUBLIC RELEASE** | **6** | 0 | |
| **Policy and Program Evaluation** | | | |
| **Does policy specify a process for continuing review of BWC program (including policy review)?** | **1** | | |
| **TOTAL - POLICY AND PROGRAM EVALUATION** | **1** | 0 | |
| **BWCs and Use of Force** | | | |
| **Did agency review or revise its Use of Force policy and training during the BWC policy development? If so, how? Can the site provide a copy of their Use of Force policy?** | **1** | | |
| If yes, when did the review take place? (mo/yr) | | | |
| If no, when will a review likely occur? (mo/yr) | | | |
| Can the site provide a copy of their Use of Force policy? | | | |
| Has the site considered the impact of BWC footage on training policy? | | | |
| Has the site incorporated review of BWCs into their review of use of force incidents? | | | |
| **TOTAL - BWCs AND USE OF FORCE** | **1** | 0 | |

## Passing Grade: minimum 36/45 (80%)
## All Required elements (in red) must be covered.

| | Possible Score | Agency Total Score | |
|---|---|---|---|
| **Total Items** | **45** | **0** | |
| **Total Mandatory Items** | **17** | **0** | |
| **Total Items percentage score** | **45** | **0** | |
| **Total Mandatory Items percentage score** | **17** | **0** | |