

Step 1: Learn the Fundamentals	
<b>1.1. Become familiar with available materials</b>	
	Review <i>Why Trust this Toolkit</i> & walk through the <i>Toolkit Implementation Guide</i> page
	Review “National Landscape” materials to see the most up-to-date shared resources across the country
<b>1.2. Build a basic understanding of body-worn cameras and related considerations</b>	
	Read through the background and essential reading materials in the “Getting Started” toolkit topic page
	Identify key links, available templates, and other resources available in the “Research” toolkit topic page
Step 2: Develop a Plan	
<b>2.1. Define program goals, objectives, and desired outcomes</b>	
	Review “Step 2” materials available in the “Implementation Guide” toolkit topic page
<b>2.2. Understand program costs and identify potential funding sources</b>	
	Perform a search on “cost” in the BWC Toolkit and read “Step 2 – Implementation Guide” materials about cost
	Seek out information about regional resource and partnership opportunities
<b>2.3. Identify stakeholders and define a stakeholder engagement/communication plan</b>	
	Engage law enforcement stakeholders and discover/seek champions for each community <ul style="list-style-type: none"> <li>- Labor organizations, patrol, training, supervisors, legal, internal affairs, records, technology, research/planning</li> </ul>
	Engage broader justice stakeholders and discover/seek champions for each community <ul style="list-style-type: none"> <li>- Prosecutors, defense bar, courts</li> </ul>
	Engage external (non-justice) stakeholders and discover any obvious champions <ul style="list-style-type: none"> <li>- City leadership, victim and juvenile advocacy groups, community leaders, residents, media</li> </ul>
<b>2.4. Build a project plan and identify a project sponsor, project manager, and stakeholder leads</b>	
	Read “Step 2 – Implementation Guide” materials and templates related to implementation and planning
<b>2.5. Develop a plan and identify a research partner to document the BWC program process and image</b>	
	Implementation process, officer outcomes, departmental outcomes, case outcomes, citizen outcomes
Step 3: Form Working Group(s) & Identify Collaboration Opportunities	
<b>3.1. Identify any regional opportunities that offer economy-of-scale, program sponsorship, or governance</b>	
	Seek out whether any existing regional procurements, data storage capabilities, multidisciplinary working groups, or community oversight/relation groups could offer opportunities for reduced cost or overhead
<b>3.2. Build collaborative working groups and decision making processes with stakeholders identified in 2.3</b>	
	Define groups, group charters, decision making protocols, and communication guidelines
	Name working group leaders and administrators and assign leads for each stakeholder community
Step 4: Define the Technology Solution	
<b>4.1. Define general hardware and software requirements</b>	
	Before reviewing specific products, define desired equipment specifications and features
	Collect key information about data storage requirements such as number of officers, retention guidelines, state laws on retention, and public release
	Decide how existing CAD, RMS, or CMS applications will be involved/impacted
<b>4.2. Assess current technical capabilities and regional opportunities</b>	
	Understand and document current data storage capabilities, capacity, and scope (across judicial entities and law enforcement units)
	Understand court and prosecution technology capabilities and capacity
	Make decisions between on premise or cloud storage solutions based on regional capabilities
<b>4.3. Investigate BWC vendors and products</b>	
	Review information about available commercial market product features and capabilities
	Contact agencies with a similar profile/legal environment to gain information about lessons-learned

<b>4.4. Develop a procurement strategy and select a solution and vendor (consistent with local procedure)</b>	
	Identify budget availability and limits (don't forget to include full life-cycle costs)
	Review RFPs and associated materials in the "Technology" toolkit topic page
<b>4.5. Select BWC hardware</b>	
	Issue RFPs and create an associated weighted/ranked scoring model for response evaluation
	Evaluate responses using a peer-review process, interview short-listed vendors, and select solution
<b>4.6. Select a data storage solution</b>	
	Issue RFPs and create an associated weighted/ranked scoring model for response evaluation
	Evaluate responses using a peer-review process, interview short-listed vendors, and select solution
<b>Step 5: Define Policies &amp; Key Protocols</b>	
<b>5.1. Understand local and state laws affecting video capture, use, and sharing</b>	
	Understand laws or desired protocols related to consent
	Understand laws or desired protocols related to public release of incident, offender, and victim information
<b>5.2. Review available model policies</b>	
	Review resources (model policies and sample state/local policies) in the "Policy" toolkit topic page
<b>5.3. Develop a written policy for all six policy areas</b>	
	Use the <i>Policy Consideration Worksheet</i> and engage BWC Working Group(s) in policy discussions
	Define policy for <b>(1) Video Capture</b> ( <i>activation, deactivation, consent</i> )
	Define policy for <b>(2) Video Viewing</b> ( <i>superior, officer, and critical incident review</i> )
	Define policy for <b>(3) Video Use</b> ( <i>evidence, custodial interviews, intelligence</i> )
	Define policy for <b>(4) Video Release</b> ( <i>public release, FOIA inclusion</i> )
	Define policy for <b>(5) Video Storage</b> ( <i>downloading, chain-of-custody, retention</i> )
	Define policy for <b>(6) Process/Data Audits &amp; Controls</b> ( <i>compliance monitoring, security, violations</i> )
<b>5.4. Gain buy-in and support for policies from directly impacted stakeholders</b>	
	Engage key law enforcement units and labor organizations for final policy reviews
	Identify a BWC champion and early adopters within law enforcement unit(s)
<b>Step 6: Communicate &amp; Educate Stakeholders</b>	
<b>6.1. Disseminate policy to justice stakeholders</b>	
	Work with law enforcement labor representatives and organizations to share and institute new policies
<b>6.2. Review and collect available education and training materials</b>	
	Review training materials in the "Training" toolkit topic page and seek out information from other agencies
<b>6.3. Develop line officer and supervisor training plan and materials</b>	
<b>6.4. Develop a training plan and materials for prosecutor, court, and public defense personnel</b>	
<b>6.5. Publish materials for community and media education (e.g., consent and retention guidelines)</b>	
<b>Step 7: Execute Phase Rollout/Implementation</b>	
<b>7.1. Deliver training to line officers</b>	
<b>7.2. Outline the detailed rollout plan and launch messaging campaign</b>	
	Revisit the original plan and "Step 2 – Implementation Guide" materials
<b>7.3. Implement a focused pilot to assess protocols, training, and outcomes</b>	
	Develop a phased approach and assess early-adopter outcomes and experiences, making adjustments to protocols, processes, training, and messages as appropriate
<b>7.4. Continuously monitor the program, outcomes, and compliance</b>	
	Conduct monthly compliance reports, conduct 3-month post-implementation assessments, and continuously monitor for problems and challenges with periodic reviews of policy and training to incorporate lessons