

# BODY WORN VIDEO (BWV)

## Executive Summary

The objectives of this policy are:

- To direct officers in the correct use of body worn cameras.
- To provide guidance on the correct procedures for the force to administer body worn cameras and the video that is produced by them.
- To provide specific guidance on:
  - Training
  - Operational use
  - Auditing of hardware
- We have written our policy in line with the [NPCC Guidance document on Body Worn Video](#). When this guidance is updated, we will review and adopt the latest version if it meets the needs of the force.
- The guidance document is a generic document for the use with any Body Worn Video (BWV) system.
- Further procedural guidance documents and Standard Operating Procedures (SOPs) will define business as usual (BAU) processes for the systems approved and used by WMP. Any WMP documents will follow the NPCC and will not contradict it.

## Authorised Professional Practice (APP):

- This policy has been checked against APP. West Midlands Police has adopted the APP provisions, with supplementary information contained herein, which reflects local practice and the needs of the communities served by West Midlands Police.

Those provisions are shown in the links below and can be accessed via the home page of the APP website

[APP CONTENT \(WMP follows the alternative NPCC guidance\)](#)

## Policy Statements:

- Body Worn Video cameras must be used in line with this policy and associated procedural guidance/SOPs.
- Departments may have an additional procedural guidance/SOP that is tailored to their specific needs which must be followed by their officers/staff.
- Body worn camera systems that are not approved by WMP must not be used.
- There is currently no primary legislation passed by Parliament that covers the use of BWV.
- It is likely that case law will govern how cameras may and may not be used in the future.
- The use of cameras is covered by Common Law and affected by other pieces of primary legislation – refer to Procedural Guidance Legislation for full details.
- This policy and procedural guidance are for the **overt** use of BWV only, therefore the provisions of [Regulation of Investigatory Powers Act 2000 \(RIPA\)](#) are not applicable.

## APPROVED CAMERAS AND SOFTWARE

### ○ CAMERAS

- Axon Body 3 (body camera)
- Axon Body 2 (body camera)
- Axon Flex 2 (head camera)

### ○ SOFTWARE

○

#### EVIDENCE.COM

- Evidence.com is a cloud-based DEMS (Digital Evidence Management System) solution for body worn video and other forms of digital evidence.
- You will be able to have an account on evidence.com if you are in a role where a camera is available.
- Evidence.com allows different levels of access. Each user of the system will be allocated an account type to correspond with their role.
- Details of accounts and their respective permissions are detailed within the Admin section of Evidence.com. As officers change roles during their careers, the Force Structure Tool is used to ensure that their access permissions change to those that are appropriate to their role.

#### AXON CAPTURE

- Axon Capture is a mobile app that is approved for use on force mobility devices only.

#### AXON SYNC

- Axon Sync is a desktop app approved for use by:
  - IT & D
  - Administrators
  - Taser technicians
- There is no other approved software for use with body worn video.

## BODY WORN VIDEO USER GROUPS

- Cameras are available to all officers, PCSO's or Police Staff Investigators on either a personal or pool issue.

CAMERA TYPE	DEPARTMENT/ROLE
<b>PERSONAL ISSUE CAMERAS</b>	<ul style="list-style-type: none"><li>• Front line uniform officers in LPAs who deal with the public outside of police stations on a daily basis. Including Police Officers, Special Constables and PCSO's.</li><li>• Offender Managers</li><li>• Operational Support Unit (OSU)</li></ul>



	<ul style="list-style-type: none"> <li>• Firearms</li> <li>• Dogs</li> <li>• Motorway Policing</li> </ul>
<b>POOL ISSUE CAMERAS</b> (identified for example as Wolverhampton 1, Bournville 4)	<ul style="list-style-type: none"> <li>• Investigators (FCID/PPU)</li> <li>• Partnerships</li> <li>• All other officers in roles not detailed in Personal Issue Camera Section</li> </ul>
<b>PERSONAL ISSUE HEAD CAMERAS</b>	<ul style="list-style-type: none"> <li>• Firearms</li> </ul>
<b>POOL HEAD CAMERAS</b>	<ul style="list-style-type: none"> <li>• CMPG Motorbike officers</li> <li>• Public Order trained officers</li> </ul>

- Pool cameras must not be used as personal issue cameras.
- You must assign a pool BWV device to yourself on evidence.com
- If you have to take a pool BWV device without it being assigned to them on Evidence.com through urgent operational circumstances, you must book the camera to yourself prior to docking and downloading the camera

### CAMERA ISSUE

- It is the responsibility of supervisors to ensure that their officers are equipped with cameras when needed.
- You will be issued with a camera that is appropriate to your role.
- If you have moved into a role where you require a camera and did not have a personal issue camera in your previous role, you are eligible to be issued with a camera.
- The Local Delivery staff will ensure that you are not already in possession of a camera before issuing.
- The camera will be assigned to you on Evidence.com by local delivery.
- Special Constables and Student Officers undergoing training rotations will be issued an Axon Body 2 Camera, all others will be issued with an Axon Body 3 camera.

### CAMERA DEPLOYMENT CHECKS

- You must ensure that a camera is working correctly before leaving the station.
- This should, if practicable, include the following basic checks:
  - unit is correctly assembled;
  - the on/off button is functioning;
  - the audio and visual indicators are working.

## BODY WORN VIDEO RECORDINGS

- Body cameras **will** be used to record mandatory incidents when a camera is available. In addition, body cameras **may** be used with the discretion of officers where there is a lawful policing need.
- We will consider the spirit of RIPA 2000 so that collateral intrusion is minimised and only those persons and areas that are required for evidential and intelligence purposes are captured.
- Recordings must continue throughout the incident unless the issue of collateral intrusion applies.
- If collateral intrusion applies book-marking separate recordings would then be more appropriate.

## BEING OVERT

- All use of cameras must be communicated to those being recorded as soon as is practicable.
- Cameras will be overt and must have a sticker or sign that informs a casual observer that the camera is there.
- Once recording has commenced, you must, if practicable, make an announcement (captured on the recording) that recording has commenced with the time, date, location and the rationale for the recording.
- The announcement must be made so that all persons who could potentially be recorded are aware that they are being recorded.
- An announcement must also be made, if practicable, (captured on the recording) to indicate the ending of the recording.

## MANDATORY BWV RECORDING SCENARIOS

- The following are mandatory incidents to record:
  - All stop and searches
  - All use of force (where practicable)
  - All use of spit hoods
  - All use of Taser (where practicable)
  - All Domestic Incidents (unless it can be justified by the officer that obtaining best evidence requires the camera to be turned off)
  - When deployed to a Mental Health Institution (see below)
  - All searches of premises
- If recordings could not be made before a spontaneous incident, recording must commence as soon as it is possible to do so to take advantage of the pre-record function, even if at that time the incident has concluded

## BWV IN MENTAL HEALTH INSTITUTIONS

- Officers will abide by the provisions of Section 12 of the Mental Health Unit (Use of Force) Act 2018, which stipulates:
- If a police officer is going to a mental health unit on duty that involves assisting staff who work in that unit, the officer must take a body camera if reasonably practicable.
- While in a mental health unit on duty that involves assisting staff who work in that unit, a police officer who has a body camera there must wear it and keep it operating at all times when reasonably practicable.
- Subsection (2) does not apply if there are special circumstances at the time that justify not wearing the camera or keeping it operating.

## GENERAL PRINCIPLES

- In line with Data Protection & MoPI the following general guidelines will apply to BWV recordings:
- When using BWV, you must ensure that 'fair processing principles' are complied with
- You must where possible/practicable, announce to the subject(s) of an encounter that video and audio recording is taking place using BWV.
- Recordings should commence at the start of any deployment to a mandatory recording incident and should continue uninterrupted until the incident is concluded, either because of resumption of normal patrolling or because recording has commenced through another video system (e.g. at a custody suite and the custody officer has agreed recording can cease).
- In cases where an officer uses their discretion to record, recording should continue until the incident is concluded.
- Recordings should not be made of routine patrolling duties unless this is part of a specific operation.
- Recordings should generally not be made of officers completing large amounts of paperwork, such as statements, unless there is a specific reason for doing so.
- BWV will only be used at designated Public Order Incidents or Football duties upon the instruction of the Silver Commander.
- Recordings are police information and may be classed as personal data. Access to them must be controlled and only persons having the 'operational need' to view specific incidents should view them.
- All footage recorded by BWV will be retained in accordance with MOPI, WMP retention schedule and data protection data guidelines.
- Non-evidential recordings will be automatically deleted by the system after 31 days (as per NPCC guidelines), however at any time during this period the film can be marked as evidential and it will be retained. Further information relating to retention can be found here: [Digital Evidence Store \(Hubsystem\) \(custhelp.com\)](#)
- A record must be made of the destruction of any non-evidential recording, this is generally managed by the system software;

- Prior to disposal, all reasonable steps must have been taken to ensure that the images are not required as evidence in any case under investigation both internally and externally.
- Subject access will be available until such time as the film is deleted.

### RECORDINGS USED FOR IDENTIFICATION PROCEDURES

- Code of Practice D of PACE relates to the identification of persons by police officers and includes the use of video identification.
- If any BWV footage captured by the police is to be used to assist with the identification of suspects, then officers must ensure that the Code is followed.

### PUBLIC ORDER

- Body worn cameras are capable of assisting officers in public order situations.
- Two types of camera will be available (body and head cameras).
- Use of body worn cameras does not replace the role of specialist Evidence Gathering Teams (EGT).
- Whether cameras are deployed or not and in what regard will be at the discretion of the Silver Commander.
- The Silver Commander will dictate how cameras are to be deployed in any pre planned public order operation.
- Public Order Training can supply a dedicated Tactical Advisor to assist Silver Commanders in making these decisions.
- The following must be considered when this decision is made:
  - The role of EGT is not replaced by the use of body cameras
  - Officers cannot be ordered to record their entire duty (but can be ordered to record whilst at specific points in an operation or when specific circumstances arise)
  - Deployment of cameras is likely to generate hours of unused material that will need to be reviewed as part of any investigation
  - How this material is to be handled should be identified by the Silver Commander as part of their tactical plan
  - Number of cameras deployed
  - Who in a serial/PSU will be use BWV, suggested options include (but are not limited to):
    - Serial supervisors only
    - 1-2 officers per serial
    - All officers
    - PSU commanders
    - Front serial/rank only
    - A mixture of the above
  - The view from a chest mounted camera will be obstructed where large crowds are close to officers or shields are used
  - Head mounted cameras can be used when officers are wearing public order helmets

- Operating a head camera is harder due to how it is mounted and officers will likely have to leave the camera running non-stop whilst wearing a helmet.
- It is the responsibility of the Silver Commander to ensure that the rationale for the decisions on camera deployment are recorded.
- In all other situations, the senior officer present will decide if and how BWV will be used.
- Body worn video may be used to record verbal decisions and the use of the National Decision-Making Model by commanders at the scene, as well as briefings.
- BWV must not be used to record debriefs as this may inhibit honest reflection.
- Head cameras are available on a pool basis for Public Order trained officers. You may be equipped with both a body camera and a head camera.
- Unless otherwise dictated in policy, department SOP or by instruction of the commanding officer, officers will still have the discretion to use their cameras if they feel it necessary.
- All footage recorded must be marked up with the correct reference number (log number in the ID field on evidence.com) for the operation or incident. It is the responsibility of the camera user to do this

## CAMERA DOWNLOAD & STORAGE

### DEVICE DOCKING

- All BWV devices must be stored in the charging docks ensuring that they are ready for use and all footage is downloaded.
- Use of the dock will also ensure that the camera's firmware is up to date and the automatic clock is properly synchronised.
- All recordings are deleted from the BWV device automatically by the programmed software when the BWV is docked and the images are downloaded.
- The camera will 'flash' and show a number of colour combinations when docked and downloading. The colour combination will indicate the status
- Each dock has a guide to these combinations printed on it.
- You can view the progress of the download via the download software on the console PC.
- Any error indications mean the device should not be used and it must be taken out of service and reported to a Supervisor/Power User (see Faulty Camera Section).
- If you have to take a pool BWV device without it being assigned to them on Evidence.com through urgent operational circumstances, you must book the camera to yourself prior to docking and downloading the camera
- This will ensure that images are allocated to them and the integrity of the process and any evidential value of those images is preserved.

- If this is not possible, any footage can be re-assigned by the BWV Process Support Officer.

### **EVIDENCIAL RECORDING**

- Each evidential recording must be identified on Evidence.com by the following:
  - Controlworks URN and date (in the ID field in the format of nnnn,dd/mm/yy e.g. 0123,01/01/14)
  - Exhibit number
  - Categorised as evidential (with the appropriate retention category)
- Each recording that is not directly evidential but is in relation to:
  - An arrest
  - A crime number
  - A DV non-crime number
 must be identified on the system by ControlWorks URN and date (in the ID field) and marked as evidential (with the appropriate MOPI category).

### **MISSING OR FAULTY CAMERAS**

#### **FAULTY CAMERAS**

- Cameras that are not operating correctly need to be replaced.
- Diagnosis of the fault is required to confirm if the error is due to the camera, the docking station or a user error in the camera's operation.
- Refer to faulty equipment process.

#### **MISSING CAMERAS**

- If you discover your camera to be missing you must make every effort to locate your camera. This may include checks on evidence.com to identify whether the camera is currently in a dock.
- If you are still unable to locate your camera, you must:
  - Report the missing camera to Information Management using the [security incident form](#).
  - Record the camera as missing on Evidence.com.
  - Inform the BWV Process Support Officer who will issue you a reference number
  - Take the reference number to local delivery for allocation and issue of a replacement camera.
- The BWV Process Support Officer will make sure the camera is marked as missing on the system and that the circumstances of the loss are properly investigated.

### **RETURNING CAMERAS**

- You must return your camera to Local Delivery if you:
  - Leave the force
  - Move into a non-front line uniform role
  - Move into a role where a personal camera is no longer approved
  - Move to a role where a different model of camera is given as personal issue (moving to or from firearms for example)

- Supervisors are responsible to ensure that the camera is returned to Local Delivery for reassignment.

## TRAINING

- All camera users will receive training and sign a SysOps form to confirm that they will use the camera correctly. This will be recorded on their personal file held by Shared Services.
- It is the responsibility of all officers to ensure that they have had the appropriate training in order to correctly use the cameras and the software.
- Initial training will be provided by Operational L&D.
- Cascade trainers are available for refresher/additional training for officers who move departments.
- Training resources are available on the Force Intranet and in the Help section of Evidence.com.

## NEW STARTERS AND TRANSFEREES

- Training will be provided during the initial training or induction.
- Evidence.com accounts will be set up at the point of joining WMP and are administered through Single Sign On and the Force Structure Tool.

## AUDIT

- Body worn cameras are expensive pieces of equipment that have the capability of containing personal information.
- It is the responsibility of WMP to account for each device and report on any missing cameras.

## FORCE AUDIT

- Force audits will be carried out at regular intervals by the BWV Process Support Officer.

## LOCAL LEVEL AUDIT

- Personal issue cameras will be audited by supervision every 6 months.
- Pool Cameras will be audited monthly by local BWV SPOCs.
- Audits will focus on the location and serviceability of devices.
- Evidence.com allows for the remote monitoring of cameras and can show, amongst other things:
  - Last upload time/date
  - Current assigned user
  - Last/current working dock the camera was placed into
  - Naming convention that will identify the correct location for Pool cameras



PERSONAL ISSUE	POOL ISSUE
<ul style="list-style-type: none"> <li>• Notification will be sent out to all officers of the audit, asking them to ensure that they film a short clip and dock their cameras if they have not done so recently</li> <li>• A report is to be run on evidence.com that will highlight the last date evidence was uploaded</li> <li>• Any camera that has not uploaded in the previous month will be investigated               <ul style="list-style-type: none"> <li>○ Checks on evidence.com to identify if the camera has been in a dock in the previous week</li> <li>○ Checks with the officer to ensure that they are not abstracted or other reason that they have not carried out the requested upload.</li> </ul> </li> <li>• Where cameras are still unaccounted for               <ul style="list-style-type: none"> <li>○ Officers' supervisor will be required to make a physical check for the camera</li> <li>○ Missing cameras are to be reported as lost if this appropriate, and the circumstances of the camera's loss will be investigated</li> </ul> </li> <li>• Faulty cameras are to be replaced</li> </ul>	<ul style="list-style-type: none"> <li>• Physical count of all cameras in each station to be done by local BWV SPOC or their nominee.</li> <li>• Where cameras cannot be physically found a report will be run to check               <ul style="list-style-type: none"> <li>○ Who the camera is currently assigned to</li> <li>○ Last upload date</li> <li>○ Last time camera was in a dock</li> </ul> </li> <li>• Any camera that has not been in a dock for over a week               <ul style="list-style-type: none"> <li>○ Checks made with Inspectors at station to locate and identify the camera</li> <li>○ Last know user contacted and asked to say where camera is</li> </ul> </li> <li>• Where a camera is being used as a personal issue camera               <ul style="list-style-type: none"> <li>○ Officer spoken to and camera returned to pool use</li> </ul> </li> <li>• Where camera is located in different station               <ul style="list-style-type: none"> <li>○ Camera returned to correct station to be used as pool</li> </ul> </li> </ul>

## GOVERNANCE

- The use of Body Worn Video Cameras and Evidence.com will be under the direction of ACC Change & Force Contact.
- A BWV governance meeting will be held quarterly to consider:
  - The on-going needs of the force in terms of equipment and system provision
  - Developments locally, nationally and internationally in the use of BWV within policing
  - Performance and operational issues – including relationships with interested partner agencies
  - Any other relevant issues arising
- Governance meetings will be attended by representatives from:
  - Each LPA
  - Operational force departments that use BWV or Evidence.com
  - IT & D
  - Information Management & Security
  - Operational Learning & Development.
- LPAs and operational force departments that use BWV or Evidence.com will nominate a manager to act as their SPOC in relation to the management and governance of BWV.
- The SPOC may or may not be an existing power user.

### Definitions/Acronyms:

- **BWV** – Body Worn Video – This relates to either the camera or the video produced by the camera
- **BWC** – Body Worn Camera – This relates to the hardware
- **BAU** – Business as Usual
- **SOP** – Standard Operating Procedure
- **SysOps** – Security Operating Procedure (a document signed by officers to agree terms of acceptable usage)
- **APP** – Approved Professional Practice by the College of Policing
- **LPA** – Local Policing Area
- **NPCC** – National Police Chiefs Council

### Procedural Guidance Documents List:

- Dog Unit Standard Operating Procedure
- Firearms Operations Unit Standard Operating Procedure
- Live streaming (Axon Respond)
- Legislation
- Faulty Equipment

### Publication Instructions:

- Suitable for publication to public

**Policy Ref: INTEL/03**

**Version: 1.0**

**Initial Policy Implementation Date:**

**Version Date: 24/04/2023**

**Review Date: 24/04/2025**

**Policy Author: Ch Supt Ian Green & Steve Barley**

*Any enquiries in relation to this policy should be made directly with the policy author shown above.*

### Force Executive Approval:



**CHIEF CONSTABLE**



## **Monitoring and Review**

<b>Version</b>	<b>Date Reviewed</b>	<b>No change / Minor Changes / Major Changes (<i>detail</i>)</b>	<b>Amended / Agreed by</b>
1.0	24/04/2023	Minor changes made to policy and formatted to new template styling. Policy set back to v1.0 and new ref number given	Ian Green

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