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# Guidance for the non-Police use of overt body worn video devices

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This document comprises several sections

Section	Description and Purpose
<b>Introduction &amp; FAQ</b>	The basic principles and implications of using body worn video (BWV) to enable a quick understanding for potential users.
<b>Appendix 1 Choosing equipment</b>	A comprehensive discussion about the implications of using various types of equipment to enable informed purchases.
<b>Appendix 2 Sample Policy</b>	An example that may be used for the basis of a BWV usage policy document for your organisation.
<b>Appendix 3 Sample Operating Procedure</b>	An example that may be used for the basis of a BWV operating procedures document for your organisation.





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**Disclaimer:** *This document is provided in good faith. Information has often been drawn from sources that are guidance only and come with their own caveats. Only an individual or employer is aware of all of the details of the intended use of BWV and if there is any doubt about its usage, they should seek independent legal advice. It should be borne in mind that criminal offences and civil actions may occur when the relevant legislation is not complied with.*

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## Introduction and FAQ

### Introduction:

Body Worn Video (BWV) is a technology that is being increasingly used in many organisations. There are a number of proven uses and benefits such as evidence/record of events, deterrent, training and staff development. The use of BWV for entertainment such as sports is not covered in this document.

This document attempts to extract conclusions and relevant supporting material so that the reader can understand the implications of using overt body worn video recording equipment (BWV) in the performance of related work.

Body Worn Video has very little specific legislation and guidance associated with its use but in general, it can be regarded as being similar to CCTV. This document does not attempt to condense all the information and guidance on the usage of CCTV equipment in general (much of which is covered on the Information Commissioner website

[http://www.ico.gov.uk/for\\_organisations/topic\\_specific\\_guides/cctv.aspx](http://www.ico.gov.uk/for_organisations/topic_specific_guides/cctv.aspx)

The most comprehensive guidance can be found in "Guidance for the Police use of body-worn video devices 2007" Home Office, much of which has been referenced for the preparation of this guide <http://www.revealmedia.com/LinkClick.aspx?fileticket=dH4IOGWh9ZI%3d&tabid=156>



## Q1: Are SIA licensed manned guarding staff allowed to make recordings using BWV equipment?

**Conclusion:** Yes, providing that the wearer does not view the recorded material. If the user views the recorded material, they will need a CCTV operator's license.

*"Scenario Four: Wearing a headcam without viewing footage It is our interpretation that this activity (solely wearing a headcam without viewing any footage) is unlikely to fall within the CCTV definition (as defined under the Private Security Industry regulations 2007) and therefore a CCTV licence would not be required."*

[http://www.sia.homeoffice.gov.uk/Documents/networks/vehicle-immobiliser/sia\\_vi\\_network\\_notes\\_2.pdf](http://www.sia.homeoffice.gov.uk/Documents/networks/vehicle-immobiliser/sia_vi_network_notes_2.pdf)

### Considerations:

- This suggests that BWV recorders for this purpose should not have playback facilities.
- BWV should not be deployed unless the criteria for the use of "ordinary" CCTV equipment are satisfied.

It would be **good practice** to follow the steps below (especially if recordings are possibly going to be of evidential use). These steps reference the Home Office Guidance for the Police use of body-worn video devices 2007.

- Users should, 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 an incident and should continue uninterrupted until the incident is concluded.
- Recordings should not be made of general duties.
- All recordings must be securely held. Access to recordings must be controlled and only persons having the 'operational need' to view specific incidents may view them.
- All footage recorded by the BWV must also be retained in accordance with personal data guidelines.

\*Please see appendix below for a full procedure guide.



## Q2: My job doesn't require me to have an SIA licence, can I make recordings using BWV equipment?

**Conclusion:** There appears to be no official guidance or specific legislation that prevents the use of BWV in businesses/individuals not requiring an SIA license. There is nothing fundamentally different between overt BWV devices and hand-held video recorders which are commonly used for professional purposes.

Of course, use will be limited by legislation such as the Data Protection Act  
[http://www.ico.gov.uk/for\\_organisations/data\\_protection\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection_guide.aspx)

and the European Court of Human Rights privacy laws  
[http://www.echr.coe.int/NR/ronlyres/D5CC24A7-DC13-4318-B457-5C9014916D7A/0/ENG\\_CONV.pdf](http://www.echr.coe.int/NR/ronlyres/D5CC24A7-DC13-4318-B457-5C9014916D7A/0/ENG_CONV.pdf)

The **good practice** guide above is also applicable for this use of BWV

## Q3: Is the use of BWV covered by the Data Protection Act?

**Conclusion:** Yes.

*"Images of people are covered by the Data Protection Act, and so is information about people which is derived from images"*

[http://www.ico.gov.uk/for\\_organisations/topic\\_specific\\_guides/cctv.aspx](http://www.ico.gov.uk/for_organisations/topic_specific_guides/cctv.aspx)

## Q4: Is the use of BWV covered by the Freedom of Information Act?

**Conclusion:** No unless you are a Public Authority or publically owned company

[http://www.ico.gov.uk/upload/documents/library/freedom\\_of\\_information/detailed\\_special\\_guides/awareness\\_guidance\\_12\\_info\\_caught\\_by\\_foi\\_act.pdf](http://www.ico.gov.uk/upload/documents/library/freedom_of_information/detailed_special_guides/awareness_guidance_12_info_caught_by_foi_act.pdf)

## Q5: What can be recorded and what should not be recorded?

**Conclusion:** Only incident specific recordings that are relevant to your work should be made.

*"Recordings should commence at the start of any deployment to an incident and should continue uninterrupted until the incident is concluded,"*

<http://www.revealmedia.com/LinkClick.aspx?fileticket=dH4IOGWh9ZI%3d&tabid=156>



## Q5a: Should we record all the time (just in case an incident occurs)?

**Conclusion:** No this is not a good idea for a number of reasons.

*“CCTV must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified.” (but may be justified if) “Conversations between staff and particular individuals where a reliable record is needed of what was said” & “Where recording is triggered due to a specific threat”*

<http://www.revealmedia.com/LinkClick.aspx?fileticket=GITwbmARKnY%3d&tabid=156>  
CCTV Code of Practice (ICO)

There are human rights privacy issues as well as the considerable burden of managing the vast amounts of data that would result from recording all/most of the time

## Q5b: Can I use BWV to monitor staff behaviour and performance?

**Conclusion:** No *“If the purpose of the CCTV is solely to prevent and detect crime, then you should not use it for monitoring the amount of work done or compliance with company procedures.”*

<http://www.revealmedia.com/LinkClick.aspx?fileticket=GITwbmARKnY%3d&tabid=156>  
CCTV Code of Practice (ICO)

However if the primary use is for training then this should be allowable providing the subject is fully notified.

## Q6: How long can/should material be kept?

**Conclusion:** The period of retention should be carefully considered and relevant to the purpose for which it was recorded. For instance, most UK Police forces delete any non-evidential material after 31 days

*“The DPA does not prescribe any specific minimum or maximum retention periods which apply to all systems or footage. Rather, retention should reflect the organisation’s own purposes for recording images.*

***You should not keep images for longer than strictly necessary to meet your own purposes for recording them. On occasion, you may need to retain images for a longer period, where a law enforcement body is investigating a crime, to give them opportunity to view the images as part of an active investigation.”***

<http://www.revealmedia.com/LinkClick.aspx?fileticket=GITwbmARKnY%3d&tabid=156> CCTV Code of Practice (ICO)





## Q7: What third parties can material be given to?

**Conclusion:** As the owner of the recordings, you should be able use the material in ways which are appropriate to your business but due regard must be taken of all relevant legislation.

The Police may seize anything they have reasonable grounds for believing is evidence in relation to an investigation under various acts of parliament eg PACE 1984 (Section 19)

Under certain circumstances someone requesting footage of themselves can make an SAR (subject access request) <http://www.legislation.gov.uk/ukpga/1998/29/section/7>

You should not post the internet etc

*“CCTV operators are not allowed to disclose images of identifiable people to the media - or to put them on the internet - for entertainment. Images released to the media to help identify a person are usually disclosed by the police.”*

[http://www.ico.gov.uk/home/for\\_the\\_public/topic\\_specific\\_guides/cctv.aspx](http://www.ico.gov.uk/home/for_the_public/topic_specific_guides/cctv.aspx)

**Considerations:** You may need to obscure certain images.

*“If images of third parties are also shown with the images of the person who has made the access request, you must consider whether you need to obscure the images of third parties. If providing these images would involve an unfair intrusion into the privacy of the third party, or cause unwarranted harm or distress, then they should be obscured. In many cases, images can be disclosed as there will not be such intrusion”*

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/detailed\\_special\\_guides/ico\\_cctvfinal\\_2301.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_special_guides/ico_cctvfinal_2301.pdf)

## Q8: How should material be stored?

**Conclusion:** It is important to manage the material in accordance with DPA legislation. The most efficient method is to use software specific to BWV use.

*“The solution will ideally be computer (PC) based and should allow the user to:*

- *download video from the body-worn camera;*
- *review video on the system;*
- *create master and working copies of evidential material on WORM media; and*
- *store non-evidential material for 31 days before deletion.”*

<http://www.revealmedia.com/LinkClick.aspx?fileticket=dH4IOGWh9ZI%3d&tabid=156> (HO BWV Guide)



## Q9: What equipment should I have?

Please refer to Appendix 1.

## Q10: Do we need to inform people we are using BWV?

**Conclusion:** It is important inform people that BWV equipment is being used. When appropriate it is good practice to have a public awareness campaign as well as appropriate workplace signage. The subject should be informed that they are being recorded with video and audio as soon as is practical.

“Signs do not need to say who is operating the system if this is obvious”

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/detailed\\_specialist\\_guides/ico\\_cctvfinal\\_2301.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/ico_cctvfinal_2301.pdf)

## Q11: What is the policy regarding the BWV recording of children and young persons?

**Conclusion:** There does not appear to be specific guidance regarding this but you should be aware of the increased sensitivity to usage of such material on top of the legislation and guidance discussed in this document.

## Q12: Can I use covert BWV equipment?

**Conclusion:** Not without complying with RIPA (Regulation of Investigatory Powers Act)

<http://www.legislation.gov.uk/ukpga/2000/23/contents>



## Appendix 1: Choosing equipment

### **Simplicity is key.**

Often working alone, users will have many things running through busy minds. The equipment should be unobtrusive (but clearly visible to the subject), easy to wear, durable and above all, easy to use.

### **Image quality verses storage requirements.**

As has been said above we all want the best images possible. In fact the courts require 'best evidence' but a degree of pragmatism is always required. File size and storage must always be considered in the early stages. HD images require more storage space and longer uploading times but may give clearer quality pictures. Consider that most events captured by BWV are at close quarters so high resolution recordings are typically unnecessary. Think carefully about your requirements, do you need a Rolls Royce to collect the shopping?

### **Battery life.**

As with any portable equipment, the device will only work if the batteries are charged. They are as essential as any other part of the device. Most people have felt the frustration of a mobile phone that is not charged. On average it has been found that BWV is used in short bursts, seldom requiring lengthy recordings but you should assess how much recording your users are likely to make before they can return the recorder for recharging or battery replacement.

### **Wearability/ergonomics/ease of use.**

One thing is for sure you will not please all of the people all of the time and much is personal preference. Here are some things to consider when acquiring BWV devices.

#### **Head worn.**

- Will record the point of view of the wearer.
- All head movements are captured which can be disorientating for the later viewer.
- The apparatus to use the camera 'head mounted' can be uncomfortable to wear for users.
- Wires will pass from the camera to the recorder along the neck line, a potential hazard.
- If wearing when driving can be in peripheral view causing distraction.

#### **Chest (body) worn.**

- All in one device.
- Can be placed in different areas on body.



- User has to be aware to point camera at event not just look.
- No wires.
- Easily seen by the subject.
- Becomes 'just another piece of equipment' for the wearer.
- Allows user to scan event without creating disorientating footage.

## **Who should get it.**

If you are reading this you probably have a good idea of where and who you want to use BWV in your organisation. With a few legal and intimate exceptions BWV can be used anywhere in the public domain and therefore is open for use by many staff.

Consider do you want BWV equipment to be

### **Personal issue**

- Personal responsibility for equipment.
- Familiarity with the equipment.
- Ease of identification of user.
- Potentially a shorter business process.
- No returning to base required.

### **Pool issue**

- Less equipment required (potentially).
- Resource available to many.
- Spare available in case of malfunction.

As with any new equipment willing staff will give you the greatest success but you should not overlook the use of BWV to improve standards of poor performing staff.

## **Equipment storage.**

Take time to consider where the equipment will be stored especially if a pool of equipment is preferred. A log of issue return and repair is recommended. The site will need to be close to the center of activity ensuring ease of access but sufficiently discreet to ensure footage is not viewed inappropriately.

## **Managing the material**

Obtaining the video is usually the easy part: the real challenge lies in the management of the material.

Having secured footage it is essential this is uploaded stored and managed in a safe, secure, easy to access site. This is best described as back office.



Do you want back office staff who will provide

- Good skills and knowledge providing a center of excellence.
- Leave operational staff operational.
- Single responsibility for all equipment.
- Additional staff costs or redeployment.

Back office without staff.

- No additional staff costs.
- Continuity of evidence easier to establish.
- Knowledge shared throughout staff.

In either case it is essential that a sound business process is created to manage the footage as it is virtually useless without one. Responsibility for BWV, back office function and the business process must be assumed by an individual with appropriate skills within the organisation.

If your organization is widely dispersed you will require a network enabled solution

The sighting of the back office again will require careful consideration as with the BWV equipment the site will need to be close to the center of activity ensuring ease of access but sufficiently discreet to ensure footage is not viewed inappropriately.

*“The solution will ideally be computer (PC) based and should allow the user to:*

- download video from the body-worn camera;*
- review video on the system;*
- create master and working copies of evidential material on WORM media; and*
- store non-evidential material for 31 days before deletion.”*

<http://www.revealmedia.com/LinkClick.aspx?fileticket=dH4IOGWh9ZI%3d&tabid=156> (HO BWV Guide)

## **Training.**

Training as with any new equipment will be required. Invest time and effort in this and you will reap the benefits. Allow staff time to use the equipment and really understand how to use it, they will often be working in challenging circumstances and if ‘unconsciously competent’ will produce a quality product.

Objectives should include (plus unique requirements of the organisation)

- Legislation and its implications.



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- Understanding the concept and technology.
- Use and practical exercises
- Uploading and continuity of evidence



## Appendix 2: Sample Policy Document

### About This Policy

This document explains how <Organisation Name> will approach and use Body Worn Video (BWV) technology and is primarily aimed at all staff.

The intention is for BWV to;

- Raise standards of service.
- Reduce incident escalation.
- Augment opportunities for evidence capture.
- Reduce complaints.

*These are for illustration purposes and individual organisations may wish to replace or add their own.*

Staff should comply with Policy when dealing with members of the public and when gathering evidence/information, ensuring the quality and integrity of that evidence/information. This document and associated procedure/SOPs must be followed at any incident where BWV is / has been used.

Organisations should have a Body-Worn Video evidence management system. This system should ensure compliance of all relevant legislation and provide a full audit trail maintaining evidential continuity.

### General Principles

The decision to use BWV as a tactic must be justifiable and proportionate to the issue at hand.

<Organisation Name> is committed to the following and the use of BWV should be considered in any inter-action with members of the public.

If BWV is the preferred tactic then careful consideration must be given to the use of a comprehensive (local) marketing strategy to comply with 'fair processing' within the Data Protection Act 1998.

### Declaration of Policy

Describe the current situation within your organisation re BWV. This document and associated procedure/SOP will standardise the use of BWV and the evidential product produced.

<Organisation Name> is committed to maximising its effectiveness in tackling (include objective for use of BWV). To this end it will explore the use of BWV to positively effect these areas.

<Organisation Name> will develop procedure/SOPs that clearly demonstrate how to use BWV, to improve the quality of the service this organisation delivers.



Staff are required to use the equipment in line with this document, with procedure/SOP, and local organisation strategies. They should receive full instruction in its use and the relevant legislation.

All staff will use equipment in line with organisation risk assessments.

*Insert comment (if required) on professional standards approach to BWV e.g. will not routinely search the back office system for misdemeanours or unlawful acts committed by users, but if a complaint is received interrogation of the system is an appropriate line of enquiry.*

## Implications of this Document

This document focuses <Organisation Name> on using the right tactics for each identified problem. As such it gives direction to local managers in the strategic use of BWV.

BWV will have ongoing financial implications. After initial start up costs, these costs could include;

- Time of selected administrators to manage the system and instruction of staff.
- Time of staff undergoing instruction in the effective use of BWV.
- Time of business operational leads to effectively manage the use of BWV, and support and encourage the initiative.
- Signage to comply with 'fair processing' within the DPA.
- Ongoing costs to maintain and service both the BWV equipment and back office system and replace when necessary.

All staff identified suitable to use BWV equipment must have full instruction from an identified administrator or lead before using BWV.

Corporate guidance will be given wherever possible to reduce the necessity for local procedures to be overly complex.

Corporate risk assessments will be produced to give guidance on the use of BWV and associated equipment. These must be used in conjunction with other generic risk assessments. All staff will use equipment in line with published risk assessments.

<Organisation Name> will monitor the use of BWV to ensure the equipment is an appropriate tactic and that the use is in line with policy and procedure.

## Tracking and Appraisal

This document is to be reviewed in the light of legal and procedural changes to ensure that the use of BWV is appropriate and adds value to <Organisation Name> objectives.

A full evaluation should take place within a reasonable period of time (e.g. 6 months) after initial set up to ascertain the value of BWV use to <Organisation Name> and the customers it serves.

## Other Related Organisation Documentation

Related Policies





## Information Sources

Guidance for the Police use of Body-Worn Video Devices

Data Protection Act 1998

European Convention on Human Rights

ICO - CCTV Code of Practice

SIA – CCTV Licensing and Use of BWV

HOSDB – Storage, Replay and Disposal of Digital Evidence Images

HOSDB – Digital Imaging Procedure



## Appendix 3: Sample Operating Procedure

### Introduction

Body Worn Video (BWV) is an overt method by which staff can obtain and secure evidence at incidents. This document is intended to enable staff to comply with legislation and guidance to create evidence suitable for use ultimately in court proceedings if required. In addition to providing compelling supportive evidence for court it has been found that BWV can furnish other benefits such as;

- Raise standards of service.
- Reduce incident escalation.
- Augment opportunities for evidence capture.
- Reduce complaints.

BWV equipment provided for users should be compliant with the recommendations in the 'Technical specifications' section of the Guidance for the Police use of Body-Worn Video Devices published July 2007 by the Police and Crime Standards Directorate.

This document explains the process by which <Organisation Name> will utilise BWV devices. It will ensure a consistent and effective system is adopted throughout the organisation, benefiting both members of the public and staff.

BWV devices will be used by staff. It has the potential to significantly prevent, stop escalation, and record events involving conflict. In cases which involve legal redress it can improve the quality of evidence provided by members of the organisation. It will also raise standards of service providing a good reference for staff development.

BWV can be used across a wide range of operations and in all cases users and supervisors must use professional judgment with regard to the use of this equipment.

There are some examples of situations where the use of BWV is not appropriate; the following list is for guidance only and is not exhaustive.

- Legal privilege – users must be careful to respect legal privilege and must not record material that is, or is likely to be, subject to such protections.
- Private dwellings – users must consider the right to private and family life (Article 8 of the ECHR) and must not record beyond what is necessary for the requirements of the individual case.

Managers must ensure that the use of the cameras is widely advertised prior to the start of a programme of use ensuring 'fair processing' a requirement of the Data Protection Act 1998.

At an individual case level the use of BWV must be made clear by staff making a verbal announcement to those persons who may be recorded. In some cases it will not be practical to make such an announcement, on these occasions this announcement must be made as soon as



practicable. Staff may also wear a sign/symbol in order to ensure fair processing is achieved in compliance with the Data Protection Act.

BWV cameras might be small, but they are not to be worn or used in a hidden or covert manner ensuring maximum impact on prevention and escalation of an incident.

The decision to record or not to record any incident remains with the user. The user must be mindful that failing to record an incident may require explanation. Therefore, if the user is present at an encounter where BWV can be used the user should record the incident.

Recording should be incident-specific: users should not indiscriminately record entire duties and only use recording to capture video and audio at incidents that would normally require reporting, whether or not these are ultimately required for use in evidence.

## **Risk Assessments / Health and Safety Considerations**

Each incident should be subjected to a dynamic risk assessment on its own merits. When using BWV the decision to record or not record forms part of this risk assessment. The assessment should include consideration of the health and safety, human rights and welfare of all those involved.

## **Booking Out Equipment**

All cameras should be stored in a secure area, in a suitable location along with any batteries and media cards. A supervisor will be responsible for maintaining the security of the cameras and the allocation to staff who have been instructed in its use. They should ensure that a suitable issue and returns log is available in order to show continuity if required.

When issued with the equipment the user should ensure that it is working correctly. This process should include the following basic checks:

- Unit is correctly assembled;
- Recording picture is the right way up;
- Sound recording level is appropriate to use;
- Date and time stamp is accurate.

Only specifically instructed personnel should be permitted to use BWV devices. On completion of instruction they will be locally authorised to use the equipment. Local trainers will carry out this instruction package. A record of instruction will be maintained at local level and added to the skills list of the individual.

## **Recording Events**

Recordings should only be made in situations where the BWV wearer decides to take some form of action, or make an intervention e.g. violence prevention. All recordings have the potential to be used in evidence even if it appears at the time that this is unlikely.



It is important to record as much of an incident as possible. Recording should begin at the earliest opportunity at the start of an event.

## Image Capture

At the start of any recording, the user should, where possible, make a verbal announcement to indicate why the recording has been activated. If possible, this should include:

- the date, time and location;
- the nature of the incident;
- confirmation to those present that the incident is now being recorded using both video and audio recording;

If the recording has started prior to arrival at the scene of an incident, the user should, as soon as possible announce to those present that recording is taking place and that actions and sounds are being recorded. Users should use straightforward speech that can be easily understood by those present, such as “I am video recording you”, “I am video recording this incident” or “everything you say and do is being recorded on video”.

Users should attempt to minimise intrusion of privacy on those persons who are present but not involved in the incident, by keeping the camera focused on the incident and not bystanders.

Unless circumstances dictate otherwise, recording must continue uninterrupted from the start of recording until the conclusion of the incident. It is advisable that the member of staff continues to record for a short period after any incident to clearly demonstrate to any subsequent viewer that the incident has concluded and that the user has resumed other activities.

Prior to concluding recording, the user should make a verbal announcement to indicate the reason for ending the recording. This should state:

- the date, time and location; and
- the reason for concluding recording.

## Selective Capture and Bookmarking

Selective capture is the user making a choice of when to record and when not to record. The nature of some incidents may make it necessary for the user to consider the justification for continuing to record throughout an entire incident. In cases where the user does interrupt or cease recording, they should record the decision including the grounds for making such a decision.

In recording an incident, it is likely that BWV users will encounter different people, as well as recording the visual evidence at the incident itself. Selective capture is a means by which users may separate encounters with each person in order to allow for easier retrieval at a later time. It is recognised that bookmarking (temporarily stopping and restarting recording) is not always practicable due to the nature of incidents; therefore it should only be attempted if the situation is calm and the operator is easily able to undertake this action.



Prior to any temporary suspension for the purpose of bookmarking, the user should make a verbal announcement clearly stating the reason for suspending recording. Following the pause at the start of recording the user should also announce that they have recommenced recording.

The bookmarking process will be demonstrated on the final whole recording of the incident by a missing section of a few seconds.

## **Use of BWV in Private Dwellings**

If a BWV user is in a private dwelling, provided this is an incident that would normally be the subject of a written record, the user should record the incident using BWV in the same way in which any other incident is recorded.

It is particularly relevant when in a private dwelling that the user should, where practicable, make a general verbal announcement that recording is taking place. Recording should only be used when it is relevant to the incident, and users should be mindful of the rights of individuals to respect for a private and family life under Article 8 of the European Convention on Human Rights.

In some circumstances staff may find that one party may object to the recording taking place. In such circumstances staff should consider the need to continue recording with care. Factors to consider in this decision making process are;

- the requirement to secure best evidence of any events that have occurred, whether this is in writing or on video, and that the video evidence will be more accurate and of a higher quality and therefore in the interests of all parties.
- that continuing to record would safeguard both parties, with a true and accurate recording of events, any significant statement made by either party and of the scene.

These factors should be explained to any person objecting to the recording of any incident.

It is recommended that staff continue to record where incidents are occurring. However, if it becomes clear that the incident is not a matter suitable for recording the user must make a verbal announcement that the recording is being stopped prior to stopping the recording.

## **Transfer of images to BWV Evidence Management Software**

Before completion of duty the BWV user will transfer all data from the camera or removable media card to the BWV Evidence Management software system for storage and retention.

All recordings will be transferred to the organisation's chosen BWV Evidence Management Software only. Any transfer to unauthorised storage facilities may result in legal or disciplinary proceedings.

Any recordings that require retention for evidence in court proceedings will be evidence and as such should be recorded as evidence through the BWV Evidence Management software. This footage will be retained in accordance with the organisations requirements and in line with current legislation. Non evidential footage will be erased after 31 days in accordance with legislation.



## Deletion of Images

There are no circumstances in which the unauthorised deletion by the user or other person of any images that have already been recorded can be justified, and any such action may result in legal or disciplinary proceedings.

All non-evidential data will be retained on BWV Evidence Management software for 31 days and then deleted through the system.

Once transfer of the images has been completed all footage stored on a recording device or similar media will be deleted through the correct use of BWV Evidence Management software.

## Return of Equipment

When the BWV equipment is no longer required it will be returned to the appropriate storage facility. The user will ensure that all equipment is in working order and suitable for re issue. Any damage or malfunctions must be reported to the supervisor responsible for the equipment. Care should be taken to ensure that the device and any batteries are placed on charge for the next user.

## Responsibilities

### User

The User of the BWV will have received basic instruction in the use and legislation surrounding BWV prior to any use.

It is the responsibility of the BWV user to ensure that:

- Equipment is checked prior to deployment to ensure it is working correctly.
- That the batteries are charged prior to use (consider taking spare batteries) and immediately recharged on return.
- That the time and date settings are accurate.
- That camera lenses are clean and the picture quality is suitable.
- The camera lens is aimed and focused appropriately to capture evidence.
- Compliance with legislation and guidance.
- View only footage they have a bona-fide reason for viewing.

### Administrator

Administrators will be responsible for ensuring the BWV Evidence Management software is maintained and being used correctly.

They will dip sample entries within the system to ensure standards are maintained. Findings will be reported to line management.

They will also ensure that all documents associated with BWV use, such as booking in/out, viewing of footage, deletion and production of evidence conforms to this procedure and the policy document.



Ensuring viewing of footage is appropriate and controlled in line with guidance and legislation.

Responsible for fault reporting and seeing it is actioned at the earliest opportunity ensuring the equipment is available for use at all times.

## **Managers**

Identified managers are responsible for the implementation of this document within their own area of business. They will ensure the use of BWV is ethical and correct in all areas of business.

## **Review of procedure**

This document will be reviewed annually, commencing one year from the date of publication unless a change in procedure is identified earlier. The review will take account of changes in legislation and working practices, as well as the outcome of consultation with relevant internal departments and external agencies and any evaluation. This review will be carried out by <Organisation Name>.

