

Step 1: Learn the Fundamentals	
<b>1.1. Become familiar with available materials</b>	
	Review <a href="#">Why Trust this Toolkit</a> and the “ <a href="#">Implementation</a> ” toolkit page
	Review the “ <a href="#">National Landscape</a> ” materials to access the most up-to-date shared resources from 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 on the “ <a href="#">Getting Started</a> ” toolkit page
	Identify key links, available templates, and other resources available on the “ <a href="#">Research</a> ” toolkit page
Step 2: Develop a Plan	
<b>2.1. Define program goals, objectives, and desired outcomes</b>	
	Review materials available on the “ <a href="#">Implementation</a> ” toolkit page
<b>2.2. Understand program costs and identify potential funding sources</b>	
	Perform a search on “cost” in the toolkit and read the “ <a href="#">Implementation</a> ” toolkit page 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>- Union, 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>- City and county prosecutor, public defender, courts</li> </ul>
	Engage external (non-justice) stakeholders and discover any obvious champions <ul style="list-style-type: none"> <li>- City leadership, privacy/advocacy groups, community leaders, residents, media</li> </ul>
<b>2.4. Build project plan and identify a project sponsor, project manager, and stakeholder leads</b>	
	Review the “ <a href="#">Implementation</a> ” toolkit page materials and templates related to planning
<b>2.5. Develop a plan and identify research partner to document process and image of BWC program</b>	
	Implementation process, officer outcomes, departmental outcomes, case outcomes, citizen outcomes
Step 3: Form Working Group(s) and 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, multi-disciplinary working groups, and/or community oversight/relation groups could offer opportunities for reduced cost or overhead

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<b>3.2. Collaboratively build working groups and decision making process 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
<b>Step 4: Define Policies and Key Protocols</b>	
<b>4.1. Understand local and state laws affecting video capture, use, and sharing</b>	
	Understand laws or desired protocols around consent, audio/video recording, wiretapping
	Understand laws or desired protocols around public release of information, FOIA, etc.
<b>4.2. Review available policies</b>	
	Review resources (association policies and sample state/local policies) on the " <a href="#">Policy</a> " toolkit page.
<b>4.3. Develop written policy for all six policy areas</b>	
	Review " <a href="#">Policy FAQs</a> " on the " <a href="#">Policy</a> " toolkit page 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>4.4. 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 5: Define Technology Solution</b>	
<b>5.1. 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, and state laws on retention and public release
	Decide how existing CAD, RMS, or CMS applications will be involved/impacted
<b>5.2. 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) including time and effort to redact video material
	Understand court and prosecution technology capabilities and capacity
	Make decisions between on premise or cloud storage solution (understanding regional capabilities)

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<b>5.3. Investigate BWC vendors and products</b>	
	Review information about available commercial market product features and capabilities including redaction procedures
	Contact agencies with similar profile/legal environment to gain information about lessons learned
<b>5.4. Develop procurement strategy and select 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 on the " <a href="#">Technology</a> " toolkit page
<b>5.5. Select BWC hardware</b>	
	Issue RFP 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>5.6. Select data storage solution</b>	
	Issue RFP 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 6: Communicate and 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 on the " <a href="#">Training</a> " toolkit 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 training plan and materials for prosecutor, court, and public defense personnel</b>	
<b>6.5. Share information with community/media (e.g. consent and retention guidelines, equipment capabilities, demonstration, etc.)</b>	
<b>Step 7: Execute Phase Rollout/Implementation</b>	
<b>7.1. Deliver training to line officers</b>	
<b>7.2. Outline detailed rollout plan and launch messaging campaign</b>	
	Revisit the original plan and the " <a href="#">Implementation</a> " toolkit page materials
<b>7.3. Implement focused pilot to assess protocols, training, and outcomes</b>	
	Develop phased approach and assess early adopter outcomes and experiences making adjustments to protocols, processes, training, and messages as appropriate
<b>7.4. Continuously monitor program, outcomes, and compliance</b>	
	Conduct monthly compliance reports, conduct three month post-implementation assessments, and continuously monitor for problems and challenges with periodic reviews of policy and training to incorporate lessons learned