

APPENDICES

APPENDIX 'A' POLICY & PROCEDURES ON BODY-WORN CAMERAS
TO FORCE ORDERS NO. 3675 DATED 2017-11-09

Policy & Procedures
on Body-Worn
Cameras

Jamaica Constabulary Force

Developed: November, 2017

APPENDIX 'A' (CONT'D) TO FORCE ORDERS NO. 3675 DATED 2017-11-09

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**JAMAICA CONSTABULARY FORCE
POLICY AND PROCEDURES ON BODY-WORN CAMERAS**

I. INTRODUCTION AND BACKGROUND

Over the years, numerous police-citizen encounters, from a routine stop and search to the use of deadly force, have ended in controversy. These incidents have negatively impacted the image of the Jamaica Constabulary Force (JCF). While independent investigations usually bring some resolution to these matters, the process is usually long, and filled with distrust.

It is widely accepted that the use of video, audio and photographic evidence plays a great role in enhancing the transparency of these investigations and thereby improve trust and confidence in the justice process. The JCF recognizes that photographs and recordings from body-worn cameras (BWCs) can provide vital pieces of evidence in both criminal and civil proceedings. During many police-citizen encounters, there are oftentimes no objective/independent witnesses to corroborate either allegations or explanations of the interaction. Therefore, the use of a BWC invariably captures all the comments and actions of both parties on record and thereby provides for a built-in 'impartial witness'.

The cameras, when used appropriately, will improve the accountability in the JCF as well as reduce the number of complaints of police misconduct, and should serve to clear employees of false accusation.

This Policy is adopted for strict compliance by all parties involved in the issuing, usage, storage and maintenance of BWCs, in an effort to protect the image, professionalism and integrity of the JCF.

II. PURPOSE

The purpose of this Policy is to establish guidelines and standard operating procedures for the proper use, care, and maintenance of BWCs and related equipment. It also provides employees with instructions for the collection and documentation of evidence arising from police-citizen contacts and critical incidents.

III. SCOPE

This Policy shall apply to all JCF employees who are involved in the issue, use and care of BWCs.

IV. POLICY STATEMENTS

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- A. The JCF shall ensure that all employees who are assigned BWCs have been trained in its use and care.
- B. Employees shall use only BWCs issued by the JCF in the performance of official duties.
- C. The BWC equipment and all data (images, videos, and audio) recorded, or otherwise produced by the equipment shall be the property of the JCF.
- D. Failure to use and care the BWC equipment in accordance with this policy and procedures may result in disciplinary action.

V. ROLES AND RESPONSIBILITIES

A. Divisional Officers

The Divisional Officer shall ensure that:

- 1. all employees who are assigned BWCs have been trained in the proper use and operation of the equipment;
- 2. employees equipped with BWC devices utilize them in accordance with policy and procedures defined herein and hold employees accountable for any breach;
- 3. inspections of the BWCs assigned to the Division are carried out, at least once per month; and
- 4. an inventory of BWCs is maintained.

A. Employees on the completion of Duty

Upon the completion of duty, employees shall:

- 1. report all incident that resulted in the activation of BWC during the tour of duty;
- 2. indicate the likelihood of complain, court action or further investigation of any incident that were recorded on the BWC during the tour of duty;
- 3. report any incident that warranted the use of BWC, but due to exceptional circumstances the device was not used or, and

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4. hand over the BWC to the designated supervisor and sign the BWC Register.

B. Receiving Supervisor

On receiving the BWC from the employee, the supervisor shall:

1. examine the physical condition of the BWC ;
2. ensure that an entry is made in the Station Diary of all incident in which BWC were used, or which warranted the use of BWC; and
3. place the BWC in the designated location.

B. Information and Communications Technology Division (ICTD)

The ICTD shall:

1. deliver training in the use, care and operation of the BWC as well as the uploading of data from the device;
2. access, retrieve and back-up data files from the BWC server;
3. be the custodian of data retrieve from the BWC;
4. conduct periodic inspections of the BWCs;
5. provide maintenance and care of the BWCs: and
6. conduct periodic review of BWCs in order to ensure quality and relevance of device and related components

VI. PROCEDURES

C. Guidelines for the Issuing and Receiving of BWC

1. At the beginning of each tour of duty, it shall be the responsibility of the issuing officer/supervisor to ensure that:
 - a) the BWC is in proper working order;
 - b) the battery is fully charged;
 - c) where applicable, the current date and time are displayed on the camera;
 - d) an entry is made in the Station Diary, stating the name of the receiving officer, nature of duty, time issued, patrol zone, serial number of camera, battery status, memory card and physical condition of camera;

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- e) the date and time issued, serial number of BWC, the particulars of the receiving officer, and the number of batteries and storage device are accurately recorded in the BWC Register;
 - f) the receiving officer signs the BWC Register on receipt of the BWC; and
 - g) all malfunctions are reported to ICTD
2. On receipt of the BWC, the employee shall:
- a. conduct a function test of the BWC;
 - b. report any malfunction noticed to the issuing officer/supervisor;
 - c. check entry in the BWC Register and sign same; and
 - d. affix the BWC in the prescribed manner.

D. Guidelines for the Use of the BWC

- 1. Employees shall activate the BWC to record all contacts with citizens in the performance of duties, to include all activities associated with road policing and police operations.
- 2. Employees should inform individuals that they are being recorded, whenever possible.
- 3. The BWC shall remain activated until the activity is concluded; which occurs when: an arrest is made and the suspect is escorted from the scene; or where the officer is satisfied that no further useful information can be gleaned from the incident scene.
- 4. In situations of sudden and imminent threat, employees should activate the BWC as soon as the threat has abated.
- 5. If an employee fails to activate the BWC, fails to record the entire activity, or interrupts the recording, the employee shall document the reason.
- 6. Employees shall ensure that the status light on the BWC is on when activated.

E. Restrictions on Using the BWC

The BWC shall not normally be used to record the following:

- 1. casual conversations with other police personnel, unless the recording is authorized as part of an administrative or criminal investigation;
- 2. encounters with undercover employees or confidential informants;
- 3. when on break or otherwise engaged in personal activities; or
- 4. in locations where individuals have a reasonable expectation of privacy, such as restrooms, locker rooms and hospital wards.

F. Storage and Retention of Recordings

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1. Retention and handling of recordings from the BWC shall be done in keeping with the Evidence (Amendment) Act, 2015 and the JCF's Use of Digital Media in Criminal Investigations Policy promulgated in Force Order No. 3357, Part 1, Sub No.1 dated October 6, 2011.
2. In cases where the BWC was activated and the interaction ended incident-free, without complaints or possibility of court action, the file (footage) may be deleted after one year on the written instruction of the Commissioner of Police or his designate.

G. Access to BWC Recordings

1. Request for recordings from BWC must be coordinated through the Constabulary Communications Network.
2. All access to BWC recordings must be authorized by the Commissioner of Police or his designee.
3. Except where stipulated by law, release of BWC recordings to the public must be after all investigations have been completed, and with due regard to the safety of member(s) involved and the privacy of unconnected person.
4. Where a decision is taken to release BWC recordings to the public, the footage must be edited in order to conceal the identity of the police, suspects, victims and/or any bystander, as also to preserve the dignity, respect and human rights of persons.
5. Release of BWC recordings must be coordinated through the Constabulary Communication Unit.

VII. SECURITY AND STORAGE OF CAMERAS

- A. During periods when the BWC and equipment are not in use, they shall be placed in secured docking stations. The designated supervisor for each shift shall be responsible for their safe custody.
- B. Physical access to the room in which the BWCs are stored shall be restricted.

VIII. ACCOUNTABILITY OF CAMERAS

- A. A master inventory of the Force's stock of BWCs will be maintained at the ICTD.
- B. The BWC Register (see Appendix) shall record the issuing and receipt of each BWC at the station.

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- C. The Station Diary shall record the movement of the BWCs.
- D. If any part of the BWC is lost or damaged, employees must immediately notify his or her supervisor and document the incident in writing.
- E. It shall be the responsibility of the assigned employee to ensure that the BWC is operated and maintained according to the manufacturer's instructions and this policy.
- F. Employees shall be held liable for any lost or damage to the BWC due to negligence
- G. This policy is subject to review annually or as may become necessary

'We Serve'
 'We Protect'
 'We Reassure'

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Appendix: BWC Register

Jamaica Constabulary Force
 Body-Worn Camera (BWC) Register

ISSUING								RETURNING				Remarks	
Cons No.	Date and Time Out	BWC Serial Number	Reg. No.	Rank	Name of Person Receiving	Signature of Person Receiving	Name of Person Issuing	Signature of Person Issuing	Date and Time In	Signature of Person Returnin	Name of Person Receiving		Signature of Person Receiving
1	7Sept/16 9:00am	AF1800763	13456	Cons.	J.Doe	J.Doe	Sgt John Brown	J.Brown	7Sept/16 3:00 pm	J.Doe	Sgt John Brown	J.Brown	