ETHICS AND APPEALS SUB COMMITTEE – 20 DECEMBER 2016

BODY WORN VIDEO POLICY

REPORT BY THE CHIEF CONSTABLE

PURPOSE OF THE REPORT

To update members on the progress of the Dorset Police Body Worn Video Policy and Pilot

1. INTRODUCTION

1.1 In response to the growing national support for the use of Body Worn Video in UK policing and the commitment by the PCC, Dorset Police is undertaking a pilot to determine the future application of Body Worn Video (BWV) across the Strategic Alliance.

1.2 The Pilot is being delivered in phases to enable the project team to refine the technical specifications of the Digital Assets Management (DAMs) platform which is essential for managing information retained through the deployment of BWV.

1.3 Following a short trial by three Bournemouth neighboured officers, the pilot commenced on the 9th November in Bournemouth South with forty five officers being issued with cameras’, three fifths of the patrol strength. The 12th December 2016 will see the pilot extended into North Dorset with thirty patrol officers being issued with cameras’ and finally to Bridport in the new-year where another fourteen patrol officers will receive cameras’.

1.4 To support the introduction of BWV a policy and procedure has been developed bespoke for Dorset Police but building upon the recognised best practise and direction across the UK.

2. BODY WORN VIDEO POLICY

2.1 Dorset Police has developed a policy based upon the current operating model and systems in place. A copy of the policy and procedure is attached at Appendix A for reference.

2.2 The primary purpose of this policy is to provide the legal and procedural framework for Dorset Police and Devon and Cornwall Police officers and staff in the use of overt BWV cameras.

2.3 Dorset Police and Devon and Cornwall Police are committed to maximising the best use of its resources where possible by taking advantage of new technology. BWV has the potential to significantly enhance evidence gathering opportunities to support our victim focused approach to incident resolution.
2.4 When used effectively BWV can promote public reassurance, capture best evidence, modify behaviour, prevent harm and deter people from committing crime and anti-social behaviour. Recordings will provide independent evidence that will improve the quality of prosecution material and may reduce the reliance on victim evidence, particularly those who may be vulnerable or reluctant to attend court.

2.5 BWV can also impact on the professionalism of the service and assist in the continual development of our staff. Officers, trainers and supervisors can utilise the equipment to review and improve interactions and interventions.

2.6 This policy covers all aspects of the use of BWV equipment by members of staff and the subsequent management of images obtained to ensure BWV is used correctly, in order that the Force gains maximum benefit from the operational use of BWV and that all staff coming into contact with the equipment or the images are able to comply with legislation and Force requirements.

3. OPERATIONAL DEPLOYMENT

3.1 There is a positive duty of care on the officer to ensure that the use of BWV is appropriate with the expectation that they may have to justify the use of (or not of) a camera through the application of the National Decision Model (NDM).

3.2 The digital imaging procedures contained within the policy and procedure refer solely to the overt use of digital imaging for evidence gathering and should not be used for the capture of any covert images through surveillance or otherwise.

3.3 Officers should avoid recording general policing and activities of no further interest unless it is part of a specific incident or encounter. (Officers should also be aware that individuals have the right to make a Data Protection Act Subject Access Request or Freedom of Information Act request in respect of any footage that is retained.)

3.4 In general terms a body worn camera should be operated if in normal circumstances a pocket book entry, statement or other record of the interaction is required. For example:

- Upon Arrival at an incident;
- When conducting a stop and search/speak encounter; or
- At any other time the officer believes it is appropriate and can justify its use.

3.5 Officers using body worn cameras should, where practicable, identify themselves and provide the date, time and location of the recording as well as make a verbal announcement to members of the public that they are recording. (This will include the use of a body worn camera in either a public or private place).

3.6 Recordings should commence upon arrival at an incident or commencement of an interaction and should continue uninterrupted until the conclusion of the incident either because of the resumption of normal patrolling or because recording has commenced through another recording media (e.g. at a custody centre, transport in a cage van with CCTV) or the officer deems it no longer proportionate, appropriate or necessary.

3.7 Officers may receive objections to the use of BWV. In such circumstances officers should continue to record and explain the reasons for the recording continuously. These may include:

- That an incident has occurred requiring Police to attend;
- That the Officer’s presence is required to prevent a breach of the peace or injury to any person or damage to property;
• Police are required to secure best evidence; the use of video will assist in providing an accurate record of the incident or interaction; and may be used in any subsequent investigation or enquiry; and/or
• It is in the best interests of all parties to have an accurate record of the incident or interaction.

4.   RISK/THREAT ASSESSMENT

Financial/Resource/Value for Money Implications

4.1 There is no immediate resource or value for money issues arising from this paper.

Legal Implications

4.2 Common law provides the police with the authority to use Body Worn Video in the lawful execution of their duties, for the purpose of the prevention and detection of crime.

4.3 All digital images obtained for policing purpose are referred to as police information, and should be treated in accordance with ACPO Guidance on the Management of Police Information (MOPI 2006) and Codes of Practice on the Management of Police Information (2005), Police use of Digital Images (2007) and Digital Imaging Procedure (2002 & 2007).

4.4 The Data Protection Act 1998 (DPA) regulates the processing of personal data or sensitive personal data.

Implications for Policing Outcomes

4.5 The use of BWV has the potential to improve positive outcomes enabling the Police and CPS to prosecute cases without relying entirely on the victim.

4.6 There is also initial evidence that BWV can moderate police behaviour leading to a reduction in complaints against police and an increase trust and confidence in any subsequent complaint process.

Equality

4.7 A full Equality Impact Assessment has been completed.

5.   RECOMMENDATIONS

5.1 Members are asked to note the report.

DEBBIE SIMPSON
CHIEF CONSTABLE

Members enquires to: Chief Inspector Richard Bell, Corporate Development (01305) 226296

Appendices

Appendix A – Dorset Police Body Worn Video Policy & Procedure
Body Worn Video Policy and Procedure

Reference No.

Implementation date

Version Number 2.4

Author T/Superintendent 2699 Richard BELL

Linked documents

Reference No: Name.

College of Policing Guidance – Body Worn Video


IPCC Position Statement on the use of Body Worn Camera’s

Privacy Impact Assessment

Equality Impact Assessment

Community Impact Assessment

Suitable for Publication

Policy Section YES

Procedure Section YES

Not Protective Marking

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE FORCE INTRANET POLICIES SITE.
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1. Policy Section

1.1 Statement of Intent

The primary purpose of this policy is to provide the legal and procedural framework for Dorset Police and Devon and Cornwall Police officers and staff in the use of overt Body Worn Video cameras (BWV).

Dorset Police and Devon and Cornwall Police are committed to maximising the best use of its resources where possible by taking advantage of new technology. BWV has the potential to significantly enhance evidence gathering opportunities to support our victim focused approach to incident resolution.

When used effectively BWV can promote public reassurance, capture best evidence, modify behaviour, prevent harm and deter people from committing crime and anti-social behaviour. Recordings will provide independent evidence that will improve the quality of prosecution material and may reduce the reliance on victim evidence, particularly those who may be vulnerable or reluctant to attend court.

BWV can also impact on the professionalism of the service and assist in the continual development of our staff. Officers, trainers and supervisors can utilise the equipment to review and improve interactions and interventions.

This policy covers all aspects of the use of BWV equipment by members of staff and the subsequent management of images obtained to ensure BWV is used correctly, in order that the force gains maximum benefit from the operational use of BWV, and that all staff coming into contact with the equipment or the images are able to comply with legislation and force requirements.

1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision – A Safer Dorset for You”

Our strategic priority is to achieve two clear objectives:

- To make Dorset safer
- To make Dorset feel safer

In doing this we will act in accordance with our values of:

- Integrity
- Professionalism
- Fairness and
- Respect

National Decision Model

The National Decision Model (NDM) is the primary decision-making model used in Dorset Police. The NDM is inherently flexible and is applied to the development and review of all policy, procedure, strategy, projects, plans or guidance. Understanding, using and measuring the NDM
ensures that we are able to make ethical (see Code of Ethics), proportionate and defensible decisions in relation to policy, procedure, strategy, project, plan or guidance.

**Code of Ethics**

The Code of Ethics underpins every policy, procedure, decision and action in policing today. The Code of Ethics is an everyday business consideration. This document has been developed with the Code of Ethics at the heart ensuring consideration of the 9 Policing Principles and the 10 standards of professional behaviour. Monitoring is carried out through the Equality Impact Assessment process which has been designed to specifically include the Code of Ethics.

**1.3 People, Confidence and Equality**

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion
3. Focus on community priorities
4. Demonstrate professionalism
5. Express Force values
6. Instil confidence in staff

This document also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectation for communities in Dorset to be:-

* Listened to
* Kept informed
* Protected, and
* Supported.

**2. Standards**

**2.1 Legal Basis**

Common law provides the police with the authority to use Body Worn Video in the lawful execution of their duties, for the purpose of the prevention and detection of crime.

All digital images obtained for policing purpose are referred to as police information, and should be treated in accordance with ACPO Guidance on the Management of Police Information (MOPI 2006) and Codes of Practice on the Management of Police Information (2005), Police use of Digital Images (2007) and Digital Imaging Procedure (2002 & 2007).
The Data Protection Act 1998 (DPA) regulates the processing of personal data or sensitive personal data. Any image recorded that is aimed at identifying a particular person or learning about their activities, is described as personal data and is covered by the DPA. This is therefore likely to include all images and speech captured using BWV. Section 7 of the DPA grants a primary statutory right to access personal data (i.e. information about a living identifiable individual) with some disclosure exemptions (National Security, Law Enforcement). Recorded information which includes images from BWV devices will be covered by this legislation. In accordance with the eight Principles of the DPA all BWV devices can only be used for policing purposes, as opposed to personal purposes; the policing purposes being “protecting life and property; preserving order; preventing the commission of offences; bringing offenders to justice; and any duty or responsibility of the police arising from common or statute law”.

The Information Commissioner’s Office (ICO) guidance forms an integral part of this document; compliance with the Act will depend upon the manner in which the equipment is used. The ICO are obliged to consider any complaints received regarding possible breaches of the DPA. In addition there is a requirement from the Information Commissioner that a privacy impact assessment is carried out linked to the use of the cameras and which will form part of the supporting documentation for the policy.

The Criminal Procedure and Investigations Act 1996 (CPIA) places a requirement on police to be able to disclose both used and un-used images and be able to demonstrate that this has been done. Police generated digital images should be accompanied by a full audit trail, from capture of the image, throughout the entire management process including when they are passed to CPS, the defence or any supervised viewing. Deletion of any police generated images, or third party images in police possession, prior to their respective retention periods may amount to a breach of the Act if they are not then available for disclosure.

The Freedom of Information Act 2000 (FOIA) grants a general right to access all types of information held by a public authority. Recorded information which includes images from BWV devices may be covered by this legislation. For full details of the application of the FOIA see https://www.app.college.police.uk/app-content/information-management/freedom-of-information/

The Human Rights Act 1998 (ECHR) provides that officers are required to consider Article 8, respect for private and family life, home and correspondence when dealing with recorded images. This is whether the recordings were made in public or private areas. Recordings of persons in a public place are only public for those persons who are present at the material time and therefore still regarded as potentially private situations. Recorded conversations between members of the public should always be considered private. All recordings must not be beyond what is reasonable and necessary for policing purposes. If disclosing recordings for the purposes of tracing suspects or witnesses, this article must also be considered in tandem with the DPA. Article 6 provides the right to a fair trial. All images from a BWV have potential for court use whether they are beneficial to the prosecution or the defence. They must therefore be safeguarded by a comprehensive audit trail.

Regulation of Investigatory Powers Act 2000 (RIPA) covers acts of direct or intrusive surveillance and identifies procedures and authorities required in these circumstances. The provisions of RIPA are not applicable to the use of BWV devices, provided it is used overtly in the manner described in this guidance.

Police and Criminal Evidence Act 1984 (PACE). The use of footage from the BWV complies with Section 64A of PACE (as amended by Section 116 Serious Organised Crime and Police Act 2005). If any BWV footage is to be used to assist with the identification of suspects, then officers must ensure that PACE Codes of Practice – Code D is followed.
2.2 People, Confidence and Equality Impact Assessment

During the creation of this document, this business area is subject to an assessment process entitled “People, Confidence and Equality Impact Assessment (EIA)”. Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

2.3 Monitoring / Feedback

This document will be monitored by the Operation Lead within Territorial Policing on an annual basis.

Feedback relating to this policy can be made in writing or by e-mail to

Address:  
Director of Smarter Systems  
Dorset Police  
Force Headquarters  
Winfirth, Dorchester, Dorset. DT2 8DZ

E-mail: DAMSPProject@devonandcornwall.pnn.police.uk

Telephone: 01305 222374

3. Procedure

3.1 Body Worn Video General Use

The seven principles for the overt use of BWV provided by the College of Policing underpin force policy for Dorset Police and Devon and Cornwall Police.

They have been drawn from National Guidance and seek to build upon best practise.

The principles will be supported by instructions and associated documentation.

These principles are subject to continual review and will be updated where necessary.

Principle 1

- The use of body-worn video, by the police, is lawful.

Common law provides the police with the authority to use BWV in the lawful execution of their duties, for the purpose of the prevention and detection of crime.

Principle 2

- Data will be processed and managed in line with Code of Practice on the Management of Police Information, APP on Information Management and the principles of the Data Protection Act 1998.
Data retention, review and disposal must be in line with relevant legislation and current guidance. Dorset and Devon and Cornwall Police must be able to ensure the integrity of data throughout the process and have due regard for the Surveillance Camera Code of Practice.

Principle 3

- The normal use of body-worn video will be overt.

Chief Officers will ensure that the capabilities of BWV equipment are clear to the public. This includes its ability to capture audio as well as visual imagery. (BWV may be used in covert policing, subject to the relevant authorities).

Principle 4

- The operational use of body-worn video must be proportionate, legitimate and necessary.

Compliance with the Human Rights Act 1998 (HRA), Data Protection Act 1998 (DPA) and Surveillance Camera Code of Practice will ensure the use of BWV is always proportionate, legitimate and necessary. Continuous, non-specific recording is not permitted.

Principle 5

- Use of body-worn video will be incident specific. Officers will use common sense and sound judgement when using body-worn video, in support of the principles of best evidence.

Officers are required to justify their use of BWV. There should be a tendency towards capturing audio/visual evidence when deciding whether to record. Nevertheless there are several limitations.

Principle 6

- Body-worn video does not replace conventional forms of evidence gathering (such as written statements and Police and Criminal Evidence Act 1984 (PACE) interviews), it supports them.

Officers will continue to follow current practices for achieving best evidence.

Principle 7

- Dorset and Devon and Cornwall Police will consult locally with their communities on the use of body-worn video.

Engagement will be proportionate to the local level of impact, which will be influenced by the force’s decision to deploy BWV.

Dorset Police and Devon and Cornwall Police will carry out consultation to show due regard for the Public Sector Equality Duty and the Surveillance Camera Code of Practice.

Consultation is also required for completing a privacy impact assessment and to comply with fair processing regulations in accordance with the DPA. 5
These cameras are capable of recording both moving images and audio and can be deployed fasten to an officers body armour or tactical vest. They are generally used as selective capture camera and are deployed as evidence gathering tools for officers attending an incident or dealing with a spontaneous situation.

BWV cameras will be personal issue and it is the officers’ responsibility to ensure that the equipment is maintained and deployed in line with current guidance. Officers may be required to justify the use of BWV or its absence when dealing with an incident. Officers are accountable for the management of imagery and audio files captured on their devices.

The use of BWV does not replace any other form of “achieving best evidence” but is used as complimentary tool. Officers are still required to complete statements and utilise Crime Scene Investigators.

3.2 Operational Use

The use of body worn cameras should be properly authorised, supervised and directed for the use to which it is to be put having regard to Human Rights, Regulation of Investigatory Powers Legislation and Criminal Procedure and Investigations legislation.

The digital imaging procedures contained within this section refer solely to the overt use of digital imaging for evidence gathering and should not be used for the capture of any covert images through surveillance or otherwise.

Officers should avoid recording general policing and activities of no further interest unless it is part of a specific incident or encounter. (Officers should also be aware that individuals have the right to make a Data Protection Act subject access or Freedom of Information Act request in respect of any footage that is retained.)

In general terms a body worn camera should be operated if in normal circumstances a pocket book entry, statement or other record of the interaction is required.

- Upon Arrival at an incident
- When conducting a stop search/speak
- At any other time the officer believes it is appropriate and can justify its use.

Officers using body worn cameras should, where practicable, identify themselves and provide the date, time and location of the recording as well as make a verbal announcement to members of the public that they are recording,. (This will include the use of a body worn camera in either a public or private place).

No police personnel should attempt to take evidential footage unless they are conversant with the use of the equipment provided; have been trained in its use and understand the implications of recording.

Police personnel should ensure that all imagery and audio files are downloaded onto the central system at the end of the shift. Prior to use, personnel should ensure that the device is clear of all imagery and audio files and fit for service.

Recordings should commence upon arrival at an incident or commencement of an interaction and should continue uninterrupted until the conclusion of the incident either because of the resumption of normal patrolling or because recording has commenced through another recording media (e.g. at a custody centre, transport in a cage van with CCTV) or the officer deems it no longer proportionate, appropriate or necessary.
In order to ‘bookmark’ the deployment users should consider verbally recording the date/time, reason for deployment and location of the incident prior to informing those present that they are recording both video and audio. A similar recording should also be considered at the conclusion of recording to include the reason for concluding.

Users may receive objections to the use of BWV. In such circumstances users should continue to record and explain the reasons for the recording continuously. These may include:

- That an incident has occurred requiring Police to attend
- That the Officer’s presence is required to prevent a breach of the peace or injury to any person or damage to property.
- Police are required to secure best evidence; the use of video will assist in providing an accurate record of the incident or interaction; and may be used in any subsequent investigation or enquiry.
- It is in the best interests of all parties to have an accurate record of the incident or interaction.

**BWV does not replace the need for formal written statements or any other form of evidence capture that we currently complete when investigating a crime or incident.**

“Although BWV may be a useful tool it is not a complete answer. The coverage captured by BWV provides only a limited view of an incident; it shows only one angle; it does not record what might be happening behind the lens or behind the officer who is filming; it does not record smells, feelings of tension or the atmosphere surrounding an incident. There is also the risk that undue weight might be attached to its evidential value and caution should be exercised in this respect. It is potentially compelling viewing and there is a risk that other important evidence could be ignored or given less value. At worst, the footage could present a positively misleading picture of the whole situation”. IPCC Position Statement, January 2016.

**3.2.1 Viewing BWV prior to completing a statement.**

Officers are permitted to review the footage on their BWV prior to completing a statement unless they are involved in a post incident procedure when they must first consult the Post Incident Manager.

Officers must record within their statement the fact that the BWV has been reviewed prior to making a statement. Similarly if BWV is available and not viewed officers should record this within their statement.

Officers should be aware that the camera may capture audio and imagery that the officer has neither seen nor heard. In this case officers should make reference to the differences between what they remember and what has been captured on the device.

In the same regard the BWV will not capture all that the officer see’s, perceives or feels and should be included within any statement. The limitation of BWV has already been acknowledged by the IPCC.
3.2.2 Victim Care

Initial Accounts
- BWV should be used to capture the initial account of individuals to inform police action in respect of an allegation or incident. It is not designed to conduct interviews of either suspects or victims
  - Listen to accounts
  - Do not stop or interrupt when individuals are recalling events
  - Avoid leading or multiple questions
  - Ask no more questions in the circumstances than is necessary to take immediate action.
  - Notes should be made of the broader context

Children and Vulnerable Adults
- Where the victim is a child under the age of 18 years or a vulnerable adult a BWV should not be used to record an initial account.
- The explicit and informed consent of victims of a serious sexual offence should be obtained prior to their initial account being recorded on BWV.
- Where the emotional or physical condition of a victim to a serious sexual assault is such that there is any doubt to their capacity to give informed consent a BWV should not be used.
- It is appreciated that the circumstances are not always immediately apparent to the attending officer and that BWV may be used at the initial deployment. However once an officer is aware the above considerations should be adhered to.

3.2.3 Suspect Care

Search
- BWV should not be used for intimate or strip searches

Arrest
- Whether planned or spontaneous BWV should be used to capture anything said or done by the suspect at the point of arrest and caution.
- This will provide a reliable and accurate record of any significant statements made by the suspect prior to their arrival at custody.
- In the event that BWV is available and not used a record must be made of the reason.

Interviews
- It is essential that any BWV recording of the arrest is reviewed by the interviewers prior to the formal interview taking place.
- There is no requirement for Investigators to disclose anything prior to interview; Legal Advisors must be suitably briefed but not so much as to be able to concoct an account to match the facts.
- BWV is no different to any other evidence and disclosure to the Legal Advisor in pre interview briefing is the consideration of the Investigating Officer or and should be recorded within the interview strategy.
- There must be a clear investigative reason for showing a suspect BWV recording during interview e.g. there is a dispute as what was said at the point of arrest.
- The use of BWV to show initial victim account should consider or the impact upon all parties involved. Any disclosure must take account that BWV does not represent the detailed witness/victim interview.
3.3 Retention and Compliance

The memory of the Body Worn Camera should be downloaded and cleared at least once per shift and in any case at the completion of the shift. Following a significant incident or the capture of sensitive personal information it is good practise to download the camera as soon as reasonably practicable. Cameras will be docked using the approved attachments to the designated terminal where the download will commence automatically.

All recorded material will be downloaded onto the Digital Assets Management System.

Officers will be provided two options; Evidential or Non Evidential.
- Evidential material is any material that the officer determines for a policing purpose should be retained in relation to an investigation, incident, interaction or complaint.
- Non Evidential material is any other material which is not required for a policing purpose and can be immediately deleted.

Any material identified as evidential should also be noted on the Niche Occurrence within the OEL providing a brief summary of the contents and rationale as to why it is evidential.

All other data will be deleted in accordance to the Force Retention Police.

*The Data Protection Act requires that ‘non evidential’ footage should not be retained beyond the time where it is reasonably expected that it may be identified as being part of any investigation and that the Home Office/ACPO CCTV guidance indicates that systems should retain footage for a period of 31 days for any investigation to become apparent, after which it should be deleted.*

3.4 Loss, Damage or Misuse

3.4.1 Loss

Loss of a body worn camera should be reported to your supervisor and control room immediately. An incident and occurrence will be generated and the loss may be investigated.

If at the time of the loss the device has data stored this could be used by unscrupulous individuals against victims, witnesses or Dorset Police with potentially serious consequences.

The information Commissioner will be informed of any lost data and may choose to independently investigate the incident. The penalties imposed by the Commissioner are significant.

In both cases every attempt should be made to recover the camera and footage.

To obtain a replacement an email detail the circumstances will need to be sent to the Help Desk who will arrange a replacement.

3.4.2 Damaged

Damaged and failed units should be reported to your supervisor. Help Desk will record all faults and if appropriate arrange a replacement unit.
If the damaged of failed unit contains Evidential Material, in addition to the above the BWV camera should be retained as an exhibit and placed on the property log of the occurrence along with an entry on the record explaining the failure.

3.4.3 Misuse

The cameras remain the property of Dorset Police and Devon and Cornwall Police; using the cameras for non-police purpose, such as private and personal use will be referred to the Professional Standards Department.

The cameras should not be connected to a non-Dorset Police terminal and officers should be aware of the need to protect themselves, victims and witnesses according to the Code of Ethics.

The images and audio captured by the BWV is protected under the Data Protection Act. Unauthorised access or disclosure of this material is potentially a criminal matter. The DEM’s has an inbuilt audit which logs each time an image has been viewed or edited.

Access is only permitted for a policing purpose; officers must be able to justify viewing or editing of material.

4. Consultation and Authorisation

4.1 Consultation

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5 Version Control

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<td>T/Supt 2699 Bell</td>
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<td>2.4</td>
<td>26.05.16</td>
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</table>

5.3 Related Forms

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<tr>
<th>Force Ref. No.</th>
<th>Title / Name</th>
<th>Version No.</th>
<th>Review Date</th>
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</thead>
</table>

5.4 Document History

<table>
<thead>
<tr>
<th>Present Portfolio Holder</th>
<th>Program Director Smarter Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Document Owner</td>
<td>T/Supt 2699 Bell</td>
</tr>
<tr>
<td>Present Owning Department</td>
<td>Territorial policing</td>
</tr>
</tbody>
</table>

Details only required for version 1.0 and any major amendment ie 2.0 or 3.0:

<table>
<thead>
<tr>
<th>Name of Board:</th>
<th>Operations Board</th>
</tr>
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<tbody>
<tr>
<td>Date Approved:</td>
<td></td>
</tr>
<tr>
<td>Chief Officer Approving:</td>
<td></td>
</tr>
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</table>

Template version January 2013