



Choose an item.

Policy Title:	Body-Worn Camera
Policy Number:	
Date Adopted:	1/19/2018
Version:	1.0
Review Cycle:	Biannually
Date Last Reviewed:	
Office Responsible:	Safety and Security Office
Reviewing Committee:	Leadership
Related Policies:	Video Surveillance
Related Laws:	<a href="#">Click here to enter text.</a>

### **Policy Summary:**

The purpose of this policy is to establish guidelines for the operation and management of the Body-Worn Camera (BWC) recording equipment. In addition, this policy establishes guidelines for the use and storage of video recordings used in conjunction with this equipment.

### **Policy Statement:**

It shall be the policy of Jackson College to utilize BWC equipment to document Security Officer's interaction with video and audio recordings. All recording media, images, and audio are the property of Jackson College and will not be copied, released, or disseminated in any form or manor outside the parameters of this policy, without the permission of the Safety and Security Manager under the direction of the Vice President of Administration, Human Resources and Talent Development or the President.

### **Definitions**

**Body-Worn Camera (BWC):** A recording system that captures audio and video that is individually worn by Security Officers and includes, at a minimum, a camera and recorder.

**Buffering:** The thirty seconds of video prior to activation of the BWC event mode in temporary storage.

**Evidence Transfer Station:** A docking station that recharges the Axon BWC while uploading to Evidence.com all data captured from the BWC operator's point of view.

**Evidence.com:** The online web-based digital media storage facility accessed at [www.evidence.com](http://www.evidence.com). The virtual warehouse stores digitally-encrypted data (audio and video recordings) in a highly-secure environment.

**Mobile Video System Administrators:** Office member with full administrator rights who assigns and tracks equipment, controls passwords, acts as a liaison with Taser Axon representatives and is a subject matter expert on all BWC devices.

**Change Log:**

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
4.11.18	1.0	Initial Release	VP of Administration