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 manner 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.


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.
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