3-06/200.03 - Definitions

Audit Trail - An electronic tracking system which provides a record of uploads, views, downloads, transfers, and modifications to copies of the original record.

Body Worn Camera (BWC) – A video and audio recording device worn by a Department member which allows an event to be recorded and saved as a digital file.

Body Worn Camera Unit (BWCU) – Unit responsible for the issuance of BWC equipment, California Public Records Act requests (CPRA), and oversight of the BWC program.

Buffering Mode or Standby Mode - The BWC power is on and in a state where the device is capturing only video, but not saving the recording to memory. The device is continually recording for a designated time and will only save once the BWC is activated to record both sound and video.

Desktop Application – A stand-alone program residing on a Department computer that accomplishes the same function as the docking station. The sync application is only for personnel who do not have access to a docking station.

Digital Evidence – BWC files (including digital photographs), documents, video, or audio recordings, suitable for upload to the Digital Evidence Management System (DEMS).

Digital Evidence Management System (DEMS) – A secure, “cloud” based storage system managed by the BWCU, externally hosted by the vendor, and available to authorized users. DEMS is used to organize, classify, manage, view, share, and archive digital evidence. DEMS tracks and provides an extensive audit log of all activity to protect the chain of custody. Levels of access can be set and restricted within DEMS.

Docking Station – A hardware device which allows for a BWC to be mounted securely while the BWC is charging and allows for uploading files to the DEMS system. When the camera is docked, video data stored on the camera is automatically uploaded to the DEMS.

Metadata - Searchable data specific to the digital file, URN numbers, tag numbers, and other descriptors used to identify digital evidence, and required to be added to digital files to facilitate searching for the file.

Mobile Application – An application installed on a smartphone or smart device (viewer), which allows for connection to the DEMS system, connection to the BWC, or other integration.

Point-of-View Camera – A BWC which has the ability to be mounted to glasses, headgear, epaulette, or collar.

Recording off – The process of turning off the BWC and ensuring it is not recording. This discontinues the recording being saved to memory, but does not prevent the device from buffering.

Recording on – The process of turning on the BWC and recording video and/or audio to memory.

Power On/Off – The process of powering on or off the recording device. This merely turns the device on or off and does not refer to recording.

Tagging – A method to add metadata to digital files which can be retrieved by URN number, date/time, etc.

Viewer (Smart Device) – A device which allows review and tagging of videos. It can also be used to take photographs and provide geographic location data.