3-06/200.63 - Supervisor Responsibilities

Supervisors assigned to a unit with body worn camera (BWC) equipped personnel shall:

- Ensure that personnel assigned BWC equipment have completed Department-required training and are familiar with applicable policies and procedures;
- Conduct periodic inspections of personnel assigned BWC equipment and ensure the BWC is properly affixed to their uniforms and fully operable;
- Ensure members upload all BWC recordings at the end of their shifts;
- Review relevant BWC recordings prior to submitting any administrative reports (e.g. use of force, allegation of force, foot pursuit, vehicle pursuit, Watch Commander Service Comment Report, on-duty traffic collision, civil claim, or lawsuit);
- Perform field audits for compliance;
- Ensure personnel report all damaged BWC equipment to the Body Worn Camera Unit (BWCU) and ensure a replacement BWC is assigned to the Department member;
- Review relevant BWC recordings and documents when performing inspections and audits;
- Conduct daily inspections of all BWC docking equipment to ensure they are active;
- Inspect any BWC devices returned as inoperative;
- Conduct briefings on expectations, use, and maintenance of the BWC equipment and debrief BWC captured incidents of training value;
- Review deviations from BWC policy and procedures and take appropriate action;
- Review supervisor inspections regarding defective equipment, systems, and ensure necessary steps are taken to have them repaired; and
- Ensure inspections of sworn personnel assigned BWC’s are being conducted and document such inspections in the watch commander log.