

## **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.
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