



31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

Version	5	Last updated	01/06/2017	Review date	01/06/2018
Equality Impact Assessment			High		
Owning department			Criminal Justice Department		

CONTENTS: (All Force policies should incorporate the following)

1. [Rationale](#)

2. [Intention](#)

3. [General Principles](#)

4. [Guidance, Procedures & Tactics](#)

5. [Challenges & Representations](#)

6. [Communication](#)

6.1 [Links to Police National Legal Database/Other](#)

6.2 [Implementation Strategy \(Policy Impact Assessment\)](#)

7. [Compliance and Certification](#)

7.1 [Human Rights Audit](#)

7.2 [Equality Impact Assessment](#)

7.3 [Management of Police Information \(MoPI\)](#)

7.4 [Data Protection](#)

7.5 [Freedom of Information Act](#)

7.6 [Protective Markings](#)

7.7 [Health & Safety at Work](#)

8. [Monitoring and Review](#)



31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

1. Rationale

- 1.1. Hampshire Constabulary and Thames Valley Police are committed to making the best use of their resources. A key area of this strategy is to transform service delivery by taking full advantage of technology. Body Worn Video (BWV) is an overt method by which officers and users can obtain and secure evidence at the scenes of incidents and crimes.
- 1.2. The aim and objective is for BWV to support the policing priorities by:
 - Achieving best evidence to protect and safeguard the vulnerable;
 - Achieving best evidence to bring offenders to justice;
 - Maintaining and improving public confidence;
 - Being used at an individual users discretion where it will assist in delivery of a positive outcome for the community;
 - Maximising the safety and confidence of officers and uses, and enhance legitimacy in policing through more effective and consistent procedural justice;
 - Capturing any other activity as mandated by the Chief Officer's teams;
 - Improving the professionalism of the service and in the professional development of staff.
- 1.3. The Body Worn Video – Use and Deployment policy, and any supporting or related SOPs and guidance, are required to reflect legal obligations and national policy. These include:
 - The Code of Practice on the Management of Police Information (MoPI) and the Authorised Professional Practice (APP) for Information Management;
 - Data Protection Act 1998;
 - Regulation of Investigatory Powers Act 2000;
 - Human Rights Act 1998;
 - Freedom of Information Act 2000;
 - Police and Criminal Evidence act 1984;
 - Criminal Procedure and Investigations Act 1996;
 - Protection of Freedoms Act 2012;
 - Surveillance Camera code of practice;
 - ICO Guidance on CCTV.

2. Intention

- 2.1. The Body Worn Video – Use and Deployment policy, and supporting SOPs and guidance - **Procedure – Body Worn Video – Incident Recording, JOU Firearms Body Worn Video Policy and BWV Joint Operational Guidance** - set out how the two Forces will use



31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

Body Worn Video (BWV) equipment and software, how any data gained from such use will be retained and managed.

- 2.2. The policy is intended to provide all staff and members of the wider police family within both forces clear and concise guidance that enables them to use related technology, record and upload footage and data and retain and dispose of data appropriately and lawfully.
- 2.3. The policy is intended to enable consistent and lawful use of BWV equipment, software and footage / data.

3. General Principles

3.1. Scope

- 3.1.1. This policy applies to all users of BWV equipment in both Hampshire Constabulary and Thames Valley Police.
- 3.1.2. The policy applies to everyone with access to BWV cameras, software, footage or data from either Thames Valley Police or Hampshire Constabulary.
- 3.1.3. The policy applies to all footage or data obtained by the use of BWV equipment.
- 3.1.4. All footage and / or data obtained by use of BWV cameras is treated as personal data / information under the Data Protection Act.

3.2. Principles

- 3.2.1. BWV should only be used overtly and in pursuit of a legitimate aim and where its use is proportionate, necessary and compliant with any relevant legal obligations.
- 3.2.2. When BWV is used in public or private the user must always take into account the effect on individuals and their privacy under article 8 ECHR.
- 3.2.3. BWV should be used in a manner that gives individuals and the wider community confidence that the cameras are deployed to protect and support them.
- 3.2.4. All BWV equipment provided for police use should be compliant with the recommendations set by the Home Office, Centre for Applied Science and Technology detailing the minimum specifications for a BWV camera. The use and deployment of BWV must also be compliant with the College of Policing Guidance on the Police Use of Body Worn Video.

31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

- 3.2.5. All images recorded using BWV are the property of Hampshire or Thames Valley Police. Images must be retained in accordance with Force procedures and the ACPO Practice Advice on Police Use of Digital Images. They are recorded and retained for policing purposes and must not be shown or given to unauthorised persons other than in accordance with specified exemptions. Once BWV video footage is no longer required it must be disposed of in line with relevant force procedure.
- 3.2.6. Access to BWV data for viewing, editing, copying or sharing is restricted to those users and staff who have a genuine policing purpose to do so. i.e. those involved in the investigation of an incident, those required to do so to allow for Information sharing in line with national and Force policies and guidance.
- 3.2.7. Before using BWV equipment, all users must be trained in the use of the BWV equipment in accordance with Force requirements. This may include E Learning, training videos or training sessions. Equipment will be used in line with the Joint Operational Guidance and any updates published on the intranet.
- 3.2.8. There will be no indiscriminate recording. All camera activations must be justifiable proportionate and necessary, they will be incident specific. Recording should always take place at domestic incidents and Stop and Search encounters.
- 3.2.9. Any officer deployed as Taser Trained Officer (TTO) should always deploy with BWV and take precedence over other users when the allocation of pool cameras is considered. It is expected that any Taser deployment or use will be recorded on BWV.
- 3.2.10. Details of requirements for deployment with and activation of BWV for Authorised Firearms Officers in firearms roles are contained within the related policy, **JOU Firearms Body Worn Video Policy**
- 3.2.11. The use of BWV relates to crime reduction and investigation strategies and should NOT be confused with the deployment of Public Order trained Evidence Gatherers or Forward Intelligence Officers.
- 3.2.12. Professional Standards Department and line management will not routinely search the back office system for misdemeanours or offences committed by users, but if a complaint is received interrogation of the system is an appropriate line of enquiry.



31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

4. Guidance, Procedures & Tactics

4.1. Roles and Responsibilities

- 4.1.1. Responsibility for each Body Worn Video use rests with the individual user deploying with the equipment / recording footage and / or data.
- 4.1.2. Overall responsibility for footage and data obtained by BWV rests with the Chief Constable of the Force where the footage / data is stored as Data Controller for the Force.
- 4.1.3. Managers and supervisors have responsibility to ensure their staff are aware of, and adhere to, policies and procedures relating to the use of BWV and the appropriate use of any footage, data, equipment and software. They are also responsible for identifying any local risks relating to BWV and escalating them if appropriate, in accordance with the Risk Management Policy.
- 4.1.4. Everyone who uses BWV cameras, software or equipment is required to complete any training required, and to familiarise themselves with the requirements of this policy, and relevant procedures and standards.
- 4.1.5. Everyone is responsible for ensuring compliance with this policy.

4.2. Supporting SOPs and guidance

- 4.2.1. While the intention of this Body Worn Video policy is to provide clear and concise direction, considerably more detail is necessary to provide clear procedural requirements and guidance. Such detail is contained in related SOPs and guidance which are regarded as policy in so far as compliance with their instruction is required.

5. Challenges & Representations

- 5.1. Hampshire - Head of Criminal Justice
Hampshire Police + Rescue Services HQ
Leigh Road
Eastleigh
SO50 9SJ



31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

- 5.2. Thames Valley – To be confirmed
Thames Valley Police HQ
Kidlington
Oxon
OX5 2NX

6. Communication

6.1. [Links to Police National Legal Database Other](#)

6.1.1. This Policy is underpinned by:

- The Code of Practice on the Management of Police Information (MoPI) and the Authorised Professional Practice (APP) for Information Management;
- Data Protection Act 1998;
- Regulation of Investigatory Powers Act 2000;
- Human Rights Act 1998;
- Freedom of Information Act 2000;
- Police and Criminal Evidence act 1984;
- Criminal Procedure and Investigations Act 1996;
- Protection of Freedoms Act 2012;
- Surveillance Camera code of practice;
- ICO Guidance on CCTV.

6.2. [Implementation Strategy](#)

6.2.1. This policy, will be available via the intranet and on the public website. It will also be circulated for the attention of staff.

7. Compliance and Certification

7.1. [Human Rights Certification](#)

7.1.1. The Human Rights Audit will be carried out by a trained [Human Rights Auditor](#).

(i) [Legal Basis](#)

List here the relevant Acts of Parliament (including European Parliament and Stated Cases) or Statutory Instruments which make this policy necessary or affect this policy)



31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

(ii) Human Rights Articles Engaged

List here the Articles of the convention this policy has the potential to engage.

Article 6 – Right to a fair trial

Article 8 – Right to respect for family / private life

Audited by: (name)

Audited on: (date)

(iii) Prohibition of Discrimination

Does this policy have the potential to discriminate? If so, how and what are the mitigating factors?

7.2. Equality Impact Assessment

7.2.1. This policy has been examined by Thames Valley Police's Single Equality Scheme Coordinator. The conclusion is that an Equality Impact Assessment is required and has been completed.

7.3. Management of Police Information (MoPI)

7.3.1. Implementation of this policy will enable the Force to meet the requirements of the Code of Practice on the Management of Police Information.

7.4. Data Protection

7.4.1. Implementation of this policy will enable the Force to comply with the requirements of the Data Protection Act.

7.5. Freedom of Information Act

7.5.1. This policy can be made available under the Freedom of Information Act.

7.6. Protective Markings

7.6.1. GSC: OFFICIAL

7.7. Health & Safety at Work

7.7.1. Health and Safety (Display Screen Equipment)(DSE) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 shall be considered in regard to enactment of this policy where information is held on Display Screen Equipment (DSE).



31900 POLICY – BODY WORN VIDEO – USE AND DEPLOYMENT

8. Monitoring and Review

- 8.1. This policy will be reviewed on a regular basis or in response to significant changes in Force strategy, national policy or legislation.