



BODY WORN CAMERAS (BWC)

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1. Statement of Principle

1. The CPS will employ Body Worn Cameras (BWCs) in an overt capacity in support of police officers’ statutory and common law duties (law enforcement duties). Officers will take reasonable steps to balance the privacy rights of individuals with the anticipated benefits of using BWCs for law enforcement purposes.
2. This policy will be evaluated on an ongoing basis:
 - a. to ensure an appropriate balance is achieved between the needs of law enforcement and the privacy rights of individuals; and
 - b. to ensure compliance with the Canadian Charter of Rights and Freedoms, the Criminal Code, and provincial legislation.

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2. Purpose

1. Subject to this Policy and any applicable Standard Operating Procedure (SOP), officers will use BWCs to record all law enforcement interactions with the public in the course of their duties. Officers using BWCs will balance privacy rights with law enforcement needs and are subject to certain prohibitions as outlined in this policy.

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3. Scope

1. This policy applies to all sworn members who are issued BWCs and all civilian and sworn members who are approved to handle BWC recordings by the CPS BWC - ICV Governance Committee.

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4. Definitions

1. Body Worn Camera (BWC) Equipment: includes the camera unit, mounting hardware, and supporting software, for example, Axon Capture on mobile phones.
2. Body Worn Camera (BWC) Recording: a digital recording that includes video images and captured audio.

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5. Officer Responsibilities

1. Complete the operator training course before using the BWC system.
2. At the start of your shift:
 - a. ensure that the BWC equipment is functioning properly, and is properly placed on your uniform;
 - b. note in your notebook that a BWC will be in use during the shift; and
 - c. if you are not using a BWC be prepared to articulate the reason you are not using one and capture that into your notebook.
3. At the end of shift:
 - a. confirm that the BWC is not recording and turn the camera off.
 - b. ensure your BWC is placed correctly in the docking station (refer to [s. 23 Equipment Storage and Maintenance](#)) for charging and uploading of video recordings;
 - c. ensure each BWC recording made during the shift are properly tagged with the case number and appropriate retention category; and



- d. input the summons number into the “Title Heading” of the recording, if the BWC is used in the issuance of a summons.
4. Use of Body Worn Cameras (BWCs)
 - a. Use a BWC whenever the information gathered will support the purposes outlined in s. 2 specifically:
 - i) during all law enforcement interactions with the public which includes, but is not limited to:
 - (a) in circumstances where an arrest or detention is likely to result;
 - (b) during an arrest, detention or charge (refer to [Arrest Release Detention](#) policy);
 - (c) when providing a Charter and Caution;
 - (d) when issuing a legal demand such as a breath demand (refer to [Impaired Drivers policy](#));
 - (e) where use of force is possible (refer to [De-escalation and Use of Force policy](#)); and
 - (f) where the BWC may assist in de-escalating a situation by affecting the behaviour of individuals who are aware of the recording in-progress.
5. Activation
 - a. When practicable, verbally state the following when activating a BWC:
 - i) date;
 - ii) time;
 - iii) location; and
 - iv) nature of the incident.
6. When practicable and safe to do so, advise members of the public that they are being recorded.
7. De-escalation and Use of Force Incidents
 - a. Following any de-escalation and use of force incident:



- i) notify your supervisor;
 - ii) complete the Sentry and SBOR reports; and
 - iii) identify in both reports if a BWC recording is available.
 - b. If a BWC recording is not available, explain the reason why in the Investigative Details section of the Occurrence Report in Sentry.
8. If an officer is involved in a serious injury or death incident, follow the requirements regarding BWCs in the [CODE 900 \(Officer Involved Serious Injury or Death\)](#) policy.
9. Return all BWC equipment to the BWC-ICV Team before reporting for duty to a new work group unless the work group is an approved user.
10. Officers will use only BWCs issued by CPS. BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the CPS.
11. If officers see a need to record a phone conversation with a member of the public, they have discretion whether to notify them that the phone conversation is being recorded and may be used for law enforcement purposes.
12. Officers do not require consent to record the phone conversation. If the other party refuses to continue, then the officer may choose to end the conversation.
 - a. It is recommended that officers use the "Audio" recording feature of the Axon Capture App or may default to use their BWC.
 - b. Recordings from both the Axon Capture App and the BWC download into the officer's Evidence.com profile.

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6. Deactivation During Interaction with the Public

1. Do not deactivate the BWC before the completion of a contact with the public during a law enforcement matter unless approved or directed by a supervisor, or in certain circumstances which include, but are not limited to:



- a. when you are inside any police facility, unless dealing with a member of the public at the front counter, dealing with an arrest inside the facility, or booking in an arrest at the Arrest Processing Section (APS);
 - b. at a point of continuity that is being held for a lengthy investigation (for example, a homicide scene, a fatal collision); or
 - c. in situations where there are privacy considerations as outlined in [s. 7 Privacy](#).
2. If you deactivate the BWC recording during a law enforcement incident:
 - a. if practical, record a brief audible statement with the reason for the deactivation into the BWC microphone;
 - b. document the reason for the decision in your notebook and update Sentry report; and
 - c. note the reasons in Disclosure Concerns of the Sentry report, if applicable.
 3. If the BWC malfunctions or fails to activate, note that fact in your notebook and send an email to [S. 20\(1\)\(m\)](#) for a camera replacement.
 4. [S. 20\(1\)\(c\)](#)
[S. 20\(1\)\(c\)](#) Refer to the [Code 400](#) policy and take direction from the Incident Commander or the Staff Sergeant, Tactical Support Unit.

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7. Privacy Considerations

1. The use of a BWC in any circumstance can have significant privacy implications. When using a BWC, officers will weigh the law enforcement objective against privacy concerns and take reasonable steps to mitigate the impact on the individual's privacy.
2. The use of a BWC raises heightened privacy concerns in some situations and locations. The following is not a list of prohibitions (see [s. 8](#) of this policy), but examples of relevant factors to consider when balancing privacy rights and law enforcement needs. These factors may include, but are not limited to, the following:



- a. if a victim or witness is reluctant to cooperate when the BWC is recording, or requests that officers do not record in a sensitive situation (consider the importance of obtaining their evidence in those particular circumstances or utilizing the Axon Capture app for less invasive audio recording from victim or witness);
- b. if other means can sufficiently protect the privacy right such as vetting the BWC audio and / or video recordings; or
- c. if third party information will potentially be collected (for example, Alberta Health Services).

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8. Prohibitions

1. Do not use BWC equipment to create audio or video recordings for personal purposes. BWC equipment and the recordings created using it are the property of CPS.
2. Do not use BWC equipment to make recordings of interactions with other CPS members, including within CPS facilities, unless on a call for service.
3. It is prohibited to:
 - a. make audio or video recordings of BWC audio or video for any purpose not permitted under this policy;
 - b. disseminate BWC images to any person or entity unless authorized by law;
 - c. use a BWC to record any activities that are not required for a valid law enforcement purpose;
 - d. use a BWC in a covert capacity;
 - e. use a non-CPS issued BWC or similar device;
 - f. modify, obscure, willfully interfere with, damage, or otherwise limit or prevent the BWC equipment from recording audio / video as designed;
 - g. make audio or video recordings during a strip search. Reactivate the BWC if possible if you are required to use force (refer to [De-escalation and Use of Force](#) policy on the arrestee during a strip search (refer to APS SOPs);



- h. transfer BWC equipment from one work unit to another unless the work unit is listed in s.4 Approved Users;
- i. pool or share BWCs;
- j. make audio or video recordings of any arrestee in the Arrest Processing Section's medical room, including the hallway leading up to the medical room; (reactivate the BWC if possible if you are required to use force on the arrestee); or
- k. knowingly record interactions with a confidential informant.

Note: If you become aware that you have recorded an interaction with a confidential informant, or witnessed the cultivation of a confidential informant, notify both the BWC Team and the Witness & Source Protection (WASP) Team as soon as possible. The BWC Team, WASP, and the officer who took the sensitive recording will collaborate to determine the status and access restrictions to the recording.

4. If there are exigent circumstances or an identified public safety concern requiring the proactive release of a BWC recording, only the Superintendent, Operational Support Division or designate may authorize release, in consultation with the Director, Strategic Communications Section and the Director, Access & Privacy Section.

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9. Non-Patrol Members Using BWC

1. Any member of any team or unit that has been authorized to use BWCs will adhere to the requirements in this policy in addition to any additional SOPs within their work area.

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10. BWC and Covert Operations

1. Officers using BWCs will take direction from the Covert / Undercover Supervisor or Primary Investigator during pre-planned covert operations.
2. If BWC video is unknowingly collected of an undercover officer during regular duties:



- a. The member who recorded the BWC video will contact the covert/undercover officer and or supervisor.
- b. The undercover/covert officer will ensure that liaison is made between all parties prior to any disclosure.
- c. The Primary Investigator / Undercover Co-ordinator will be responsible for requesting access to BWC footage, marking for redaction and ensuring any disclosure concerns are brought forward to CDU.

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11. Note Taking and BWC Recordings

1. Ensure that you take notes at all incidents where a BWC is employed as per the [Notebooks](#) policy.
2. **BWC recordings are not a replacement for proper note taking.**
3. Original notes must still be made as soon as practical. You may make supplementary notes after viewing the video captured on the BWC. Ensure your notes reflect the supplementary nature of the additions.
4. Handle BWC recordings / images:
 - a. as evidentiary exhibits in the custody of the Service per CPS policy and procedures and evidentiary best practices; and
 - b. as records of the CPS per the [Freedom of Information and Protection of Privacy \(FOIP\) Act](#) and the [Records and Information Management](#) policy.

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12. BWC Recordings

1. Ensure that all BWC recordings are classified with a case number and retention category by the end of your shift, or as soon as practicable.
2. If you require your BWC recording for disclosure, as soon as practicable:
 - a. upload and review the video;
 - b. document any disclosure concerns (see [s. 13 Reporting / Disclosure](#) below);



- c. electronically classify the video to be disclosed by selecting "Vetting Required, Vetting Not Required"; and
- d. in addition to field notes made at the time, make notes regarding any supplementary additions to your field notes. Ensure that you:
 - i) mark the supplemental notes with the date and time they were made; and
 - ii) document any additional relevant observations you have identified in your notebook. For example, use wording such as: "Upon reviewing the video record, I have made the following supplemental notes..."

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13. Reporting / Disclosure

1. If you have disclosure concerns regarding video content (for example, personal address, informant information or undercover officers), note them in the Disclosure Concerns section of the Occurrence Report and mark them in your video to be vetted.
2. Violation Tickets: stamp or write 'VIDEO' or Reg # ____V on the back of each violation ticket issued. You are required to add notes on the back of each ticket because writing 'video' is not sufficient for evidence. Only submit violation ticket video for disclosure requests after you receive a subpoena.
3. Occurrence Report: complete the Media Disclosure Questions, including a justification for cases where there is no BWC evidence.
4. Report to Prosecutor package: mark BWC on the package checklist.
5. If vetting is required, follow the proper vetting process identified in training.
 - a. Vetting Required - place markers at the relevant points; or
 - b. Vetting not Required - ensure a case number or Summons number has been added. This will ensure it is forwarded to the Court & Disclosure Unit.

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14. District / Unit Sergeant Responsibilities

1. The District / Unit Sergeant ensures that officers under their supervision:
 - a. are wearing their issued BWC equipment;
 - b. are capturing video and audio per this policy through periodic audits, recommended quarterly in conjunction with other issued items (for example Notebook, firearm);
 - c. are noting the presence of the BWC audio / video within the Media Disclosure Questions and that there is a justification when there is no BWC evidence;
 - d. check Evidence.com after approving a charging package to ensure that an BWC video has been created and has been classified for disclosure; and
 - e. notify the BWC-ICV Team of staffing movement regarding CPS members with assigned BWC cameras to keep the user group up to date.
2. For Use of Force Incidents, the District / Unit Sergeant will:
 - a. review all available BWC recordings for any use of force incidents (refer to [De-escalation and Use of Force](#) policy);
 - b. make notes including the file number and location information for the video;
 - c. complete the supervisor's portion of the SBOR report with their name and regimental number;
 - d. ensures that they indicate on the SBOR report that they have reviewed the BWC;
 - e. ensures that the officers who have completed Sentry and SBOR reports have identified if a BWC recording is available; and
 - f. if a BWC recording is not available, ensures that the officer has explained the reason why in the Investigative Details section of the Occurrence Report in Sentry.

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15. District / Section Inspector or Director Responsibilities

1. The District / Section Inspector or Director ensures that all officers under their command using a BWC have completed the BWC operator training.

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16. Staff Sergeant, Court and Disclosure Unit Responsibilities

1. The Staff Sergeant, Court and Disclosure or designate will:
 - a. review work area requests for new BWC applications;
 - b. review Non-Investigative BWC - ICV requests for recordings (for example training);
 - c. review Evidence.com usage and licence allocation to determine if licences should be withdrawn and reallocated based on operational needs; and
 - d. act as the contact for all after-hour requests regarding BWC recordings.

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17. Primary Investigator Responsibilities

1. The Primary Investigator will:
 - a. locate and request access to all BWC recordings from officers who attended the incident being investigated;
 - i) In the event you do not have an Evidence.com licence, email the BWC team for assistance.
 - b. review all BWC recordings and ensure it is properly vetted and tagged for court disclosure purposes; and
 - c. ensure all BWC recordings are disclosed to the Crown.

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18. BWC - ICV Coordinator and Technician Responsibilities

1. The BWC - ICV Coordinator and Technician will:



2. manage database and systems relating to BWC and ICV recordings;
3. serve as the primary CPS contact for the training, maintenance, and use of the BWC system;
4. review requests to share recordings with outside law enforcement agencies (for example ALERT);
5. allocate, issues, replaces, tracks and trouble-shoots the BWC devices, associated equipment and software;
6. maintain a log of BWC equipment;
7. provide access to requested video recordings that have been requested through the [Formal Video Request Form](#); and
 - a. All requests must be approved by the Superintendent who oversees the officer who took the requested video recording member.
8. assists the Director, Access & Privacy Section with FOIP requests.

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19. Superintendent Responsibilities

1. The Superintendent responsible for the working area where the BWC recording originated will be required to review non-investigative requests for release of the BWC recording / images except for:
 - a. any recordings or images that are not required for criminal investigations;
 - b. FOIP requests;
 - c. PSS requests;
 - d. CPS Operational Reviews; and
 - e. disclosure for any legal proceeding.
2. Any [FOIP requests](#) for BWC video or images must be referred to the Access & Privacy Section.

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20. Access to BWC Recordings

1. Access to a BWC video / image is automatically captured and tracked in the audit log, which includes the officer's Regimental number, time and date.
2. The following table outlines which officers are authorized to access BWC recordings and how to access, depending on the purpose:

Requestor	How to Access
a. Officer whose BWC captured the video / images	Officers will have access to their own videos in the software
b. Officer(s) who were present when the video / images were recorded	Requires the permission of the officer whose BWC captured the video
c. Officer who completes performance evaluations or has a supervisory role over the officer that captured the video	Supervisors will be able to access any videos captured by officers under their direct supervision in the BWC software
d. Officers in the chain of command senior to the officer whose BWC captured the video when there is a legitimate law enforcement purpose (refer to s.15) to view it	Request access from the officer who captured the BWC video or their assigned Supervisor If the officer or their supervisor are not available, request access from the BWC Coordinator via BWC-ICV@Calgarypolice.ca
e. Any officer who is part of the investigation directly related to the BWC recording and needs to view it for investigative purposes	Request access from the officer who captured the BWC video or their assigned Supervisor



Requestor	How to Access
	If the officer or their supervisor are not available, request access from the BWC Coordinator via BWC-ICV@Calgarypolice.ca
f. Any officer who needs to view the recording for any purpose (refer to the Video Request Process SOP)	Approval is required from the Superintendent of the officer who recorded the video Submit a CPS BWC/ICDV Video Request Form to the appropriate Superintendent

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21. Professional Standards Section (PSS) Responsibilities

1. Officers assigned to PSS will refer to PSS SOPs when using BWC video for investigations.
2. PSS will be required to track all BWC video viewed.

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22. Recording Storage and Retention

1. BWC recordings will be uploaded at the end of each shift to the designated secure storage location (for example Evidence.com).
2. BWC recordings will be automatically deleted after 13 months if officers have not tagged it.
3. Recordings required as evidence must be tagged according to their retention period or for training purposes when properly classified by the officer.



4. If a recording becomes part of a case file, it will be retained according to the CPS Records Retention Schedule, depending on the type of case and the retention category.

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23. Equipment Storage and Maintenance

1. All BWC users are responsible for the following:
 - a. submitting a Sentry report regarding lost, stolen or damaged BWC equipment;
 - i) Email the BWC - ICV Coordinator or Technician S. 20(1)(m) S. 20(1)(m) with the Sentry report case number.
 - ii) Coordinate with the BWC - ICV Coordinator or Technician to obtain a replacement BWC.
 - b. securing and docking BWCs in the designated area within your facility when not in use;
 - c. in Districts where commissionaires control access to equipment, the commissionaires will monitor docked BWC equipment and ensure there is a proper connection to upload BWC video and recharge the cameras; and
 - d. in Districts where commissionaires do not control access to equipment, CPS members will ensure BWC equipment is docked properly and recharging.

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24. Misconduct

1. Breaches of this policy may be regarded as misconduct and may be subject to disciplinary action in accordance with the [Police Act](#).
2. It may be an offence under the [Freedom of Information and Protection of Privacy \(FOIP\) Act](#) to willfully collect, attempt to access, access, use or disclose BWC video / images for any purpose not permitted by this policy.



3. Unauthorized use of BWC video / images / camera may also constitute an offence under the Criminal Code and other legislation.

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Related policies

[Code 900](#)

[De-escalation and Use of Force](#)

[Investigative Digital Assets](#)

[Notebooks](#)

[Records and Information Management](#)

Review Responsibility	Bureau of Service & Community Support
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