



Approved
Commissioners Court

JUN 13 2016

JOHNSON COUNTY SHERIFF'S OFFICE

BOB ALFORD
SHERIFF

Mike Powell, Chief Deputy

June 13, 2016

From: Sheriff Bob Alford
Johnson County Sheriff's Office
1102E. Kilpatrick
Cleburne, TX 76031
Sheriff, Johnson County

RE: Grant Certification

I certify that the Johnson County Sheriff's Office, participates fully, and will continue throughout the grant period to participate fully, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS.

I further certify that the department has no policy, procedure, or agreement that limits or restricts the department's full participation in all aspects of the programs and procedures utilized by DHS to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS.

I agree that failure to comply with this certification will result in CJD terminating the grant and the department shall return all funds received to CJD. Additionally, I agree that the office will remain ineligible for future CJD funding until it can provide satisfactory evidence that the jurisdiction has been in compliance with this requirement for a period of at least one year.

Respectfully,

Sheriff Bob Alford
Sheriff, Johnson County

Agency Name: Johnson County
Grant/App: 3055501 **Start Date:** 3/1/2016 **End Date:** 9/30/2016

Project Title: Johnson County Body Worn Camera Program
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
756001030

Application Eligibility Certify:

Created on:1/25/2016 9:03:59 PM By:Troy Fuller

Profile Information

Applicant Agency Name: Johnson County
Project Title: Johnson County Body Worn Camera Program
Division or Unit to Administer the Project: Sheriff's Office
Address Line 1: 1102 E. Kilpatrick
Address Line 2:
City/State/Zip: Cleburne Texas 76031-1353
Start Date: 3/1/2016
End Date: 9/30/2016

Regional Council of Governments(COG) within the Project's Impact Area: North Central Texas Council of Governments

Headquarter County: Johnson
Counties within Project's Impact Area: Johnson

Grant Officials:

Authorized Official

User Name: Roger Harmon
Email: countyjudge@johnsoncountytexas.org
Address 1: 2 North Main
Address 1:
City: Cleburne, Texas 76033
Phone: 817-556-6360 Other Phone:
Fax: 817-556-6359
Title: The Honorable
Salutation: Judge
Position: County Judge

Project Director

User Name: Troy Fuller
Email: troy@johnsoncountytexas.org
Address 1: 1102 E. Kilpatrick
Address 1:
City: Cleburne, Texas 76031
Phone: 817-556-6058x227 Other Phone: 817-240-6793
Fax: 817-556-6051
Title: Mr.
Salutation: Captain
Position: Criminal Investigations Commander

Financial Official

User Name: J. R. Kirkpatrick
Email: kirk@johnsoncountytexas.org
Address 1: #2 N. Main St.
Address 1:
City: Cleburne, Texas 76033

Phone: 817-556-6305 Other Phone:
Fax: 817-556-6807
Title: Mr.
Salutation: Mr.
Position: County Auditor

Grant Writer

User Name: Troy Fuller
Email: troy@johnsoncountytexas.org
Address 1: 1102 E. Kilpatrick
Address 1:
City: Cleburne, Texas 76031
Phone: 817-556-6058x227 Other Phone: 817-240-6793
Fax: 817-556-6051
Title: Mr.
Salutation: Captain
Position: Criminal Investigations Commander

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide services to all others
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 756001030
Data Universal Numbering System (DUNS): 046289678

Narrative Information

Introduction

Information related to this program is in the CJD funding announcement for the Body-Worn Camera Program.

A. Uploads

In the Summary.Upload Files subtab of this application, please upload a letter from the local district or county attorney who prosecutes felony crimes in your jurisdiction expressing that they intend to actively use the evidence created through the use of body cameras and will participate in the law enforcement agency's BWC policy development.

If applicable, also upload a letter from the county sheriff regarding participation in U.S. Department of Homeland Security programs (see below under Certifications "J").

Before filing for reimbursement funds under this grant program, upload a copy of a resolution from the governing body of the applicant containing the text of the sample resolution available [here](#).

B. Project Information

Proposed number of officers to be equipped:

70

Number of cameras to purchased in project budget (number reported cannot exceed the number of officers equipped):

70

C. Organization Information

The number of licensed officers directly employed by the applicant agency:

93

The number of licensed, front-line officers who are engaged in traffic or highway patrol or otherwise regularly detain or stop motor vehicles, or are primary responders who respond directly to calls for assistance from the public:

Section 2: Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

A. Eligible Grantees and Eligible Personnel to Equip

Applicant assures that grant funds will be used only to equip full-time, paid officers of a municipal police department or sheriff's office, who are engaged in traffic or highway patrol, otherwise regularly detain or stop motor vehicles; or are primary responders who respond directly to calls for assistance from the public.

B. Eligible Purchases

Applicant assures that grant funds will be used only to purchase body-worn cameras, digital video storage, and retrieval systems or services; that grant funds will only be used to purchase a maximum of one year's service, support, or warranty separate from the equipment or video services; and grant funds will not be used to fund the salary or pay of any employee.

C. Equipment Standards

To maximize the effectiveness of purchased BWCs, applicant assures that cameras will meet the minimum standards set forth by DOJ in the "Body-Worn Camera Pilot Implementation Program Competitive Grant Announcement".

D. Sustainability Requirement

Applicant assures that it will maintain the cameras and video storage systems purchased with grant funds for a period of three years after their purchase. If the applicant purchases replacement cameras or video storage systems with other funds, this requirement shall be satisfied if the applicant maintains at least the number of operable cameras funded under this grant.

E. Reporting Requirements

Applicant assures that it will file reports with the Texas Commission on Law Enforcement regarding arrest statistics, expended project funds and other required information at the time of and then 12, 24, and 36 months after submitting the final request for reimbursement to the Criminal Justice Division.

F. Contract Management

Grantees must be able to ensure that contractors comply with all applicable rules and regulations.

G. CJD Regulations

Grantees must comply with the standards applicable to this funding source cited in the Texas Administrative Code (1 TAC Chapter 3), and all statutes, requirements, and guidelines applicable to this funding.

H. Uniform Crime Reports

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

I. Criminal History Reporting

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2010 through 2014.

J. Immigration and Customs Enforcement Requests

Select one of the four descriptions below that applies to the applicant:

- Grant funds will be used to equip employees of a municipal police department
- Grant funds will be used to equip employees of a county sheriff's department that does not operate a county jail
- Authorized official is a county official other than the sheriff, and this application includes a letter signed by the sheriff containing the exact text of the below paragraph relating to participation in U.S. Department of Homeland Security programs. (Upload the letter in the "Summary" tab and the "Upload Files" subtab.)
- Authorized official is the Sheriff for a department that operates a county jail, AND certifies the following:

I certify that the applicant sheriff's department (department) participates fully, and will continue throughout the grant period to participate fully, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I further certify that the department has no policy, procedure, or agreement that limits or restricts the department's full participation in all aspects of the programs and procedures utilized by DHS to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I agree that failure to comply with this certification will result in CJD terminating the grant and the department shall return all funds received to CJD. Additionally, I agree that the department will remain ineligible for future CJD funding until it can provide satisfactory evidence that the jurisdiction has been in compliance with this requirement for a period of at least one year.

K. Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Randy Gillespie

Enter the Address for the Civil Rights Liaison:

2 North Main Street Cleburne, TX 76033

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

817-556-6350

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the CJD Funding Announcement-amended and CJD Comprehensive Certification and Assurances to be eligible for this program.

I certify to all of the above requirements.

Project Abstract :

The purpose of the Johnson County Body Worn Camera Program is to serve the residents primarily residing in the unincorporated areas of Johnson County. In 2014, there were 72,962 calls for service in Johnson County with 26,658 or 37% of those calls being handled directly by the Sheriff's Office. The primary objective of the program is to promote transparency and accountability on the behalf of deputies, the community, and to establish a comprehensive policy and training program on the use of the body-worn camera. The use of the body-worn camera creates a more professional environment, acts as an "unbiased and impartial" witness to crime scene investigations, assists in the prosecution of criminal cases, and presents credible and reliable "first hand" accounting to an incident as it occurs.

Problem Statement :

The Uniformed Patrol Division handle calls for service that range from minor harassment incidents to homicide scenes. On average there are six to eight patrol deputies that are working at any given time providing 24 hour coverage to the citizens of Johnson County. Johnson County covers more than 700 square miles and the response to calls is often handled by a single deputy until a backup unit is available to respond. It is during these times that officer safety is most at risk and decision making is critical, It is essential that all scenes be documented for potential evidentiary reasons, whether it consists of verbal testimony or collection of physical evidence. Regardless of the type offense committed, interactions with the scene or public can be of vital importance to not only the

ongoing investigation but also the successful prosecution of criminal cases. The Johnson County Sheriff's Office is represented in all but three school districts in Johnson County, which are established School Resource Officer (SRO) and Absent Student Assistance Program (ASAP), programs. These programs access nearly 30,000 students throughout Johnson County, and Deputy/Student interactions, whether mentoring, counseling, or enforcement occurs multiple times daily both on and off campus. The Sheriff's Office began the implementation of a body-worn camera Program specifically for the SRO-ASAP Deputies, which faltered based on poor equipment and technical support. The Johnson County Sheriff's Office has actively used the in car video systems to record events such as traffic stops, field interviews, and other public interactions. The use of the in car systems has been an asset and while it has assisted in many ways it has limitations on its capabilities. These limitations are based on the proximity that the body microphone has to be to the primary unit (car unit) to record communication. This results in most of the interactions between the deputies and the community relying heavily on "memory retention" to recall details at the scene of an incident or during normal interactions or "police contacts". The intent of the Body Worn Camera Program in Johnson County is to create accountability within the Deputy/Citizen interactions with an established program that the deputies are aware of the incident being recorded (backed by training and policy) and the public to be aware that the interactions are being recorded through public education on the program. Our goal in this program is to increase professionalism in the agency and to provide professional services to the communities we serve. The current standard is to take a written complaint from the complaining party and then investigate by interviewing potential witnesses, involved parties, or affected employees. It notably makes a tremendous difference in the complaint process when a situation is audio or videotaped accurately depicting the sequence of events. There are also situations that occur that would be beneficial as training aids to other deputy's in performing their duties and instilling sound officer safety practices. The use of Body Worn cameras provide an accurate account of not only interactions with the community in general, but equally in importance is the interaction with potential victims of a criminal offense, witnesses to an incident, and persons suspected of committing an offense. Over time the question of eyewitness accounts has become more scrutinized requiring additional practices and procedures to make sure that testimony is absolute and correct. The use of the Body Worn Camera allows prosecutors to view the incident "as it happened" and to be less reliant on information that has been passed on (memory retention), which validates the information throughout the criminal justice process. In turn this video can be presented in court to jurors so that they can review video that is not biased and has the ability to stand on its own merit. It has been found through multiple reviews of agencies implementing a Body Worn Camera program that the number of "Use of Force" incidents has been significantly reduced, and that the number of citizen complaints demonstrated that same reduction.

Supporting Data :

The purpose of the Johnson County Body Worn Camera Program is to serve the residents primarily residing in the unincorporated areas of Johnson County. In 2014, there were 72,962 calls for service in Johnson County with 26,658 or 37% of those calls being handled directly by the Sheriff's Office. The primary objective of the program is to promote transparency and accountability on the behalf of deputies, the community, and to establish a comprehensive policy and training program on the use of the body-worn camera. The use of the body-worn camera creates a more professional environment, acts as an "unbiased and impartial" witness to crime scene investigations, assists in the prosecution of criminal cases, and presents credible and reliable "first hand" accounting to an incident as it occurs. The Johnson County Sheriff's Office is compliant in providing Brady Material and strives to collect and gather all information available at the scene to document the "facts" of the case. It has always been a practice of the Johnson County Sheriff's Office to take written statements, conduct interviews and interrogations, photograph, sketch, and video tape crime scenes. The use of Body Worn Camera places all of these scene practices into a format that depicts accurate accounts of what transpired at a scene, which makes the body-worn camera an unbiased witness.

Project Approach & Activities:

The Johnson County Sheriff's Office is comprised of 93 sworn deputies (peace officers) that include reserve deputies assigned to various positions throughout the agency. The total number of patrol deputies is 36 that include our Commercial Vehicle Enforcement (CVE) and traffic units, which makes up the Uniformed Patrol Division. There are 9 deputies assigned to work within the school districts throughout Johnson County, who have daily interactions with students and the public. There are 10 deputies that are assigned to Transportation/Warrants/Mental Health Peace Officers, who participate in high risk operations, deal with persons in mental crisis, and transport inmates both in and out of state. There are 12 deputies assigned to the courthouse who oversee courtroom operations and security at the Guinn Justice Center. The courthouse deputies are in daily contact with the public. The BWC Program plans to place the BWC in the aforementioned locations, as these are positions that consistently have public interaction. The project will place 36 BWC in the Uniformed Patrol Division, 9 BWC with the deputies assigned to schools, 10 cameras assigned to the Warrants/Transport/Mental Health peace Officer, 11 cameras to personnel assigned to the deputies assigned to the Guinn Justice Center, and the remaining 4 BWC Units will be assigned to criminal investigators. The goal of the program with the support of not only this grant program but with the support of the Commissioners Court is to enhance the BWC Program so that the

program can continue to progress. The goal and primary objective of the Johnson County Sheriff's Office body-worn camera program is to establish transparency and add legitimacy to the Sheriff's Office contact with victims, suspects, and witnesses. This is accomplished through improved deputy behavior and improved citizen behavior as a balance, which in turn builds public trust and police accountability. Through the efforts of this program the Johnson County Sheriff's Office believes there will be a reduction in the number of deputy related complaints, the adjudication of cases will be enhanced, liability issues resulting from deputy/public interactions will be reduced, and accountability will be increased on law enforcement and public. The implementation of this program inclusive of policy development and training will make for better deputies creating a more professional deputy making them better equipped to handle incidents from community contacts to major criminal investigations. While a policy has been established that addresses the use of the BWC it is necessary that this policy be reviewed and refined as needed after implementation of the program. It is essential for this agency to work with the community and prosecutors to provide continued training in the use of the BWC. As technology develops and case law regarding the use of the BWC camera is established policies must be changed to correlate with current trends to make sure that the interactions with the community remains consistent and open. The Johnson County Sheriff's Office must carefully balance the BWC program to ensure that the citizen's right to privacy is protected, and to take opportunity to educate the public on the BWC program. Also it is essential to not lose focus on the rights of victims, and to understand that while the recorded testimony is reliable it is critical that we as professional police officers not re-victimize the victim by being overzealous in our endeavors.

Capacity & Capabilities:

Currently the Johnson County Sheriff's Office utilizes the Watch Guard 4RE server and the EL 4 (Evidence Library 4 software) that is compatible with the Watch Guard Vista Body Camera, which is the proposed unit of this project. In utilizing the Watch Guard systems it will allow a seamless flow in the initial storage of data to be compliant with state retention guidelines by using the already established EL 4 Software and 4RE Server. The capacity of the majority of the Body Worn Cameras including the Watch Guard Vista is 32 GB per camera. This equates out to possible 2.1 TB of video (at the most extreme emergency, with all 70 Body Worn Camera being utilized to max capacity in one day) being placed on the 4RE Server. The 4RE Server is capable of obtaining this data by Data Cable and by Wi-Fi. The streamed data will associate itself with other files with the same report numbers automatically. The 4RE Server Currently has 4.38 TB of data stored, with a current storage capacity of 15TB. This overall Storage Capacity is upgradeable by the addition of Server Hard Drive Units by IT. The system is also upgradeable by use of Cloud Based Secure Storage or an SNAS or NAS Drive, which allows this system to meet future needs, as well. This data is normally available within an hour on the server once the BWC and or the WG Mobile Unit is synched to the 4RE System. In order to meet retention requirements the Johnson County Sheriff's Office in careful coordination with the IT Department will purchase a blue ray robot recorder that will allow expedited burning of CD-R and DVD-R to maintain DME.

Performance Management :

One of the primary objectives is "monitoring the performance" to measure the total amount of data being placed onto the 4RE server. This amount is accumulative of the video stored, which is both from in car video systems and body-worn cameras as both are stored to the 4RE server. This data audit will allow designated administrators to continually determine storage needs, RAM, antennas, connection, and other possible solutions to achieve optimum performance (data transfer/storage retention). This is completed by IT and designated Sheriff's Office administrators. BWC technology is new and is evolving. Steps must be taken to examine whether policies and protocols take into account new technologies, are in compliance with new laws, and reflect the most up-to-date research and best practices. Periodic assessments will also help determine whether current policies and practices are effective and are being adhered to. The review of downloaded video by deputies enables them to provide complete and accurate reports, as well as prepare for giving testimony at hearings, trials, or depositions. Training supervisors may review recordings of deputies in the Field Training Program in order to evaluate the progress of Probationary Police Officers through the Field Training Program. Supervisors designated by the Sheriff may authorize the retention of recordings beyond the standard 90-day period for administrative purposes. Additionally, supervisors have the management prerogative to review recordings of officers that have a pattern of allegations of misconduct. Investigators are responsible for reviewing digital evidence associated with their cases and for ensuring appropriate references are made within their documentation to the relevance of said recordings. The DME (Digital Media Evidence) provided by the body-worn camera are labeled by the category (criminal or non-criminal), offense type (predetermined categories), unit number, deputy, date/Time of recording, CAD (Computer Aided Dispatch) ID number, citation or report number, and defendants name. This labeling allows the system to be searched and allows DME to be stored and recovered to meet retention requirements. An audit will be conducted by the designated video administrator(s) which is to check for the required use and operation of the body-worn camera. The designated video administrator(s) will randomly select personnel that are assigned a body-worn camera and notify the supervisor of the employee that an audit has been requested. The supervisor will then note the date of the audit, offense type and number of videos reviewed, if applicable, the name of the officer assigned to the body-worn camera, and documentation of the deputies actions and specifically whether the body-worn camera equipment is being utilized properly. The audit findings will be documented on the Video Audit Form that

will be submitted to and maintained by the designated video administrator.

Data Management:

The retention and destruction of DME (Digital Multimedia Evidence) shall be pursuant Texas Code of Criminal Procedure Article 2.135 (b) or following the guidelines established by the Texas State Library and Archives Commission (Section 2-1: Arrest and Offense Records otherwise listed as PS4125-05b Offense Investigation Records). All stored DME is subject to release in accordance with Chapter 552 of the Texas Government Code or applicable criminal statutes, or allowed to be released based on fact driven elements. Deputies shall be provided with at least one week's notice of any public requests made to review DME from their body-worn cameras. All request made under the Public Information Act will be directed to the Open Records Clerk or the Johnson County Attorney's Office. All data collected by the body-worn camera will be automatically downloaded to the Watch Guard Evidence Library 4 (EL 4/4RE; Also in car video Compatible) system. All body-worn cameras (Sheriff's Office issued) that are not compatible with the EL 4 shall be copied to a Digital Media format (CD, CDR, DVD, USB storage device) and turned into property clerk or deputy as evidence. All BWC camera recordings will be maintained in the Watch Guard EL 4 server for a period of not less than ninety (90) days. In order to comply with the retention requirements all offenses designated as "criminal offenses" shall be copied to a Digital Media format (CD, CDR, DVD, USB storage device) by the criminal investigator assigned to the case, deputy initiating offense report, or designated video administrators and turned into the property custodian as evidence. The collection of such video evidence shall be documented by involved personnel in the RMS (Record Management System) that stores all written documentation to include, initial reports, supplemental reports, investigative reports, witness statements, photographs, crime loss forms, and submitted evidence logs. Class C offense recordings and recordings deemed necessary such as recordings that have resulted in an documented complaint will be maintained on the Watch Guard EL 4 system or transferred to other Digital Media format (CD, CDR, DVD, USB storage device), as will be all non- criminal offenses (to be monitored by designated video administrators). The designated video administrators shall monitor the overall effectiveness of the BWC Program and make recommendations to the Sheriff regarding policy updates. The designated video administrators shall have the additional responsibility of evaluating storage of DME to make sure that the system capabilities are sufficient and make recommendations to the Sheriff or designee regarding system updates. It is also the responsibility of the designated video administrators to prepare an annual report for the commission, as defined in Sec. 1701.653 of the Texas Occupations Code regarding the costs of implementing a body worn camera program, including all known equipment costs and costs for data storage.

Target Group :

The target audience for this program is all persons that not only reside in the unincorporated areas of Johnson County, but also all that may be victims, witnesses, suspects, or complainants or persons that may become affected by a police response while in the unincorporated areas of Johnson County. This applies to male or female persons, of any age

Evidence-Based Practices:

The Johnson County Sheriff's Office has initiated a comprehensive written policy that implements numerous best practices that were developed from agencies that have established BWC programs. The policy will continue to be a "work in progress" that will be enhanced and fine-tuned as the BWC program becomes more established and practices become more defined. The continued evaluation of the Johnson County BWC Program will be based on the input of deputies, administrators, prosecutors, court officials, and the community in a collaborative effort. The Johnson County Sheriff's Office policy promotes accountability and transparency to aid in reducing the number of complaints as well as to assist in identifying and correcting internal problems. The body-worn cameras should be utilized to (1) collect evidence that can be used in the prosecution of criminal offenses, (2) record contacts with the public in order to secure unbiased evidence in connection with investigations, (3) allow for supervisory review to ensure that Sheriff's Office policies and procedures are followed, and (4) capture footage that would be helpful for training. The policy gives consideration regarding privacy, such as when to record, consent to record, recording in private homes, and then how the data is stored, retained, and disclosed under the freedom of information act. Deputies assigned primarily to uniformed positions throughout the agency will be assigned a BWC. Use of the BWC within the community should be done in a manner that embraces public trust and continuity, and not inhibit the sharing of information by the community members. The policy follows best practices in requiring comprehensive training for all deputies on the use, operation, legal aspects, and maintenance checks. Training will be conducted annually to ensure that deputies are updated on current law and new emerging case law. Deputies will be encouraged to review video prior to making statements or reports in regards to incidents. In establishing the BWC Program in Johnson County careful financial considerations have been made in determining existing technology and finding methods to integrate the BWC Program. Johnson County already has an operational Watch guard 4RE server that runs the Evidence Library 4 software that addresses storage and retention needs. The addition of the automated Blu-ray robot writer, Primera Bravo Disc Publisher will allow for the transfer of DME to in a Blu-Ray

format that will be maintained as required by law. In working with the prosecutor's offices (County Attorney and District Attorney) and the Information Technology (IT) department we were able to develop how to store BWC recordings to meet mandated state retention requirements.

Project Activities Information

TCOLE Reporting

Upon submission of the final Financial Status Report (FSR), grantees will be required to submit a programmatic online report to the Texas Commission on Law Enforcement (TCOLE) within 30 days. Please check CJD's [website](#) upon completion of the final FSR for a link to TCOLE's reporting tool.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Body-Worn Camera Program Implementation	100.00	The Johnson County Body-worn camera program will be coordinated through purchasing and the Johnson County Auditor's Office to procure the body worn camera program. Currently this agency has utilized the Watch Guard in car video system, which is inclusive of the EL3 (Evidence Library 3) server that stores video (audio) data. The acquisition of the Watch Guard Vista BWC Unit will integrate into our existing system, which addresses storage requirements. It is planned that this agency will implement the body-worn camera program within 120 days from time funds are released. This agency has coordinated with the Johnson County Attorney and District Attorney's Office, as well as the Johnson County IT department to make sure that all facets of program implementation are addressed.

Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
----------------	--------------

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
-----------------	--------------

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
-----------------------	--------------

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
------------------------	--------------

Section 1: Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Section 2: Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

- Yes
 No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Section 3: Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

- Yes
- No
- N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- Yes
- No
- N/A

Section 4: Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2015

Enter the End Date [mm/dd/yyyy]:

9/30/2016

Section 5: Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

148067

Enter the amount (\$) of State Grant Funds:

3241228

Section 6: Single Audit

Select the appropriate response below based on the Fiscal Year Begin Date as entered above.

For Fiscal Years Beginning Before December 26, 2014

Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

OR

For Fiscal Years Beginning On or After December 26, 2014

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

- Yes
- No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit [mm/dd/yyyy]:

9/30/2015

Section 7: Equal Employment Opportunity Plan

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity

Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Type III Entity

Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- Type I Entity
- Type II Entity
- Type III Entity

Section 8: Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Homeland Security Information

Fiscal Capability Information

Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- Yes
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- Yes
- No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes
- No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	Network and Server Software and/or	(72) Watch Guard Vista Standard Capacity Wearable Cameras (BWC)	\$63,724.00	\$12,082.00	\$0.00	\$0.00	\$75,806.00	72

	Licenses	that provides continuous HD recording that includes 32 GB of storage, USB charger and upload docking base, with a one year warranty. Software license for EL 4 (Evidence Library server storage) per unit. (72 - 9 Hour units)						
Equipment	Network and Server Software and/or Licenses	(6) Vista HD 8 Bay Ethernet Transfer Stations that allow data transfer to server via Evidence Library 4 (EL 4) server for data storage.	\$0.00	\$8,970.00	\$0.00	\$0.00	\$8,970.00	6

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Allocated funding from County Budget	Cash Match	\$21,052.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$21,052.00	\$21,052.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$63,724.00	\$21,052.00	\$0.00	\$0.00	\$84,776.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$63,724.00	\$21,052.00	\$0.00	\$0.00	\$84,776.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
---	---------------------	-----------------	-------------------	-----------------------------

You are logged in as **User Name:** It1004

JOHNSON COUNTY SHERIFF'S OFFICE

GENERAL MANUAL

Chapter

Body-Worn Cameras

I. BACKGROUND, SCOPE AND PURPOSE

Body-worn cameras (BWC) are an effective law enforcement tool that can reduce violent confrontations and complaints against deputies. Body-worn cameras provide additional documentation of police-public encounters and may be an important tool for collecting evidence and maintaining public trust.

This policy is intended to provide deputies with instructions on when and how to use body-worn cameras.

The Sheriff's Office has adopted the use of body-worn cameras to accomplish several objectives, including:

Body-worn cameras allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of Deputy reports and testimony.

Audio and video recordings enhance the Office's ability to review probable cause for arrest, deputy and suspect interaction, and evidence for investigative and prosecutorial purposes.

Body-worn cameras may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

The Sheriff's Office recognizes that video images cannot always show the full story nor do video images capture an entire scene. The use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident. All persons reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

II. OVERVIEW

A. The body-worn cameras should be utilized to (1) collect evidence that can be used in the prosecution of criminal offenses, (2) record contacts with the public in order to secure unbiased evidence in connection with investigations, (3) allow for supervisory review to ensure that Sheriff's Office policies and procedures are followed, and (4) capture footage that would be helpful for training.

III. DEFINITIONS

Body-worn cameras are video systems designed to be worn by police deputies to capture digital multimedia evidence.

Digital Multimedia Evidence or DME consists of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.

IV. LEGAL ISSUES

Body-worn camera equipment and all data, images, video and metadata captured, recorded, or otherwise produced by the equipment is the property of the Johnson County Sheriff's Office. The personal use of all information recorded by body-worn cameras shall only be pursuant to the prior written approval of the Sheriff or his designee.

Use of body-worn cameras for any purpose not stated within the policy is prohibited.

All data, images, video and metadata captured by body-worn cameras are subject to state statutes and County policies regarding retention of records.

Johnson County Sheriff's Office employees shall not show, release, share, or make copies of any electronic video recordings that are created while on or off duty, that is directly related to official office operations or investigations, whether created on personal or department owned equipment without proper approval by the Sheriff or his designee.

If a deputy fails to activate a body-worn camera, or fails to record the entire contact, the deputy shall note this in their report and notify their supervisor before the conclusion of their shift. This information will then be forwarded to the Patrol Sargent through the appropriate chain of command.

Non-Johnson County Sheriff's Office personnel shall not be allowed to review the recordings unless pursuant to written consent of the Sheriff, or his designee.

Deputies shall not be required to activate body-worn cameras when engaged in conversations with individuals with whom the deputy is in a privileged relationship (e.g., spouse, attorney, police peer counselor, labor representative, minister, etc.). Personnel shall not record conversations with other Johnson County employees by any means, without their knowledge, unless the Sheriff or his designee provides written order to do so.

Deputies **shall not** edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner body-worn camera images and information without the prior written approval of the sheriff, or the sheriff's designee.

Deputies shall be allowed to review the recordings from their deputy-worn BWC or the recording from other responding deputies, to ensure accuracy and consistency. Deputies are encouraged to

review the recording prior to preparing reports. If the deputy is giving a formal statement about the use of force or if the deputy is the subject of a disciplinary investigation, the deputy shall (1) have the option of reviewing the recordings alone or in the presence of the deputy's attorney or other approved representative; and (2) have the right to review recordings from other body-worn cameras capturing the deputy's image or voice during the underlying incident.

V. PROCEDURES

Prior to using a body-worn camera, deputies shall receive Sheriff's Office-approved training on its proper operation and care and the Sheriff's Office policy with respect to the use of the body-worn camera. Additional training shall be provided at periodic intervals to periodically ensure the continued effective use of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policies or equipment.

Body-worn cameras and equipment should be used with reasonable care to ensure proper functioning. Deputies shall inspect and test body-worn cameras prior to each shift to verify proper functioning, and shall notify their supervisor of any problems so that a replacement unit may be assigned.

In the event that a body-worn camera is lost, damaged, or stolen, upon discovery the deputy shall immediately notify his/her supervisor.

Deputies shall wear body-worn cameras above the midline of their torso and in a position designed to produce an effective recording.

Deputies **shall not** use personally-owned body-worn cameras while on duty.

Deputies assigned a body-worn camera may use the camera at **approved** off-duty employment, but only in connection with security or law enforcement type duties. If used for this purpose, the deputy shall download all DME during their next regularly assigned on-duty shift.

VI. OPERATION OF BODY-WORN CAMERAS

1. Deputies shall ensure the BWC is operating in order to record audio and video during the following:
 - a. Official citizen contact, whether on a call or officer initiated.
 - b. Interview with a victim, witness, or suspect.
 - c. Field or eyewitness identification.
 - d. Motor vehicle stop or other enforcement contact.
 - e. Emergency response, pursuit, use of force, or arrest.
 - f. Building searches and alarm responses.

- g. Any other incident when the officer feels its use would be appropriate and/or valuable.
 - h. Citizen initiated contact, in person or by phone that does not involve reporting an offence may be recorded at the officer's discretion. Once you begin to record do not conclude the recording until conversation is complete.
 - i. If during an unrecorded contact with a citizen or seemingly unnoted event, the circumstances change that will result in a report is being made, the officer is at that time required to activate the BWC device.
2. If activated for any of the above reasons, the recording should continue until the incident has completed or the officer has left the scene.
 3. Once an arrestee has been placed into a vehicle to be transported to a detention facility. The deputy transporting the arrestee to the detention facility shall keep the deputy's body-worn camera activated until custody of the individual is transferred to the detention facility. The transfer of an arrestee is complete when the arrestee is taken into the correctional facility. If for any reason the arrested person requires further transport such as for medical treatment then then the BWC recording will be reinitiated upon departure from the correctional facility.
 4. If the situation arises where exigent circumstances impede the use of the device, the officer shall notify a supervisor and provide detailed documentation in their report.
 5. Officers are not required to obtain consent form the private person when:
 - a. In a public place.
 - b. In a location where there is no reasonable expectation of privacy (e.g., inside a building or dwelling where the officer is lawfully present and engaged in the performance of official duties).
 6. Deputies may, at their discretion, inform citizens they are recording if it may gain compliance, assist in the investigation, and does not interfere with the investigation or officer safety.
 7. In the event a request is made to stop the recording, a Deputy should politely inform the citizen that to comply with this request would constitute a violation of department policy and cannot be done, unless the officer was recording an officer discretionary contact, then the request should be honored and noted verbally on the BWC.
 8. In all cases where a formal departmental report is required and any form of digital evidence exist, the reporting deputy will note that digital evidence exists in the report and identify the type of evidence and storage location.

VII. PRIVACY CONCERNS AND ADVISMENTS

Deputies are not required to initiate or cease recording an event, situation, or circumstance solely at the demand of a citizen. However, there are instances where deputies need to exercise caution in the use of their BWC's.

Medical and Psychiatric Facilities:

Deputies shall avoid initiating a recording in any medical or psychiatric facility where person(s) are receiving treatment unless they are responding to an emergency or crime in progress.

Deputies shall not record patients during medical or psychological evaluations by a clinician or similar professional, or during treatment.

Deputies shall be considerate of a patient's "rights to privacy" when in hospital settings. Deputies are reminded that, regardless of the setting, when they confront a violent or assaultive suspect, or anticipate any use of force, deputies shall, when reasonably able to do so, activate their BWC's to record the event.

When recording is activated in a hospital or other medical facilities, deputies shall be careful to avoid recording persons other than the suspect.

Restrooms, Dressing Rooms, Locker Rooms:

BWC recordings shall not be initiated inside restrooms, dressing rooms, or locker rooms unless they are entering in response to an emergency or a crime in progress; there is reason to believe that a suspect is still inside the location; or other exigent circumstances exist.

Body-worn cameras shall not be used to record:

1. Non-work related activity or when the deputy is on break;
2. Pre-shift conferences, office locker rooms, break rooms, restrooms (noted below) or other activities not related to an enforcement contact of a criminal investigation;
3. Conversations of fellow employees without their knowledge during routine, non-enforcement related activities; Office members are prohibited from knowingly recording other Office members without their knowledge unless they are engaged in official enforcement duties, contacting a member of the public, in response to a call for service or capturing evidence through the use of BWCs;
4. Conversations with other law enforcement agency personnel that involve case tactics or strategies; major crime briefings; tactical operation plans or operations; including discussions with the respective County or District Attorney's Office personnel, without their knowledge and consent;

5. During Line up proceedings and associated briefings;
6. During agency meetings, including but not limited to, administrative, committee, or counseling;
7. During In-service training;
8. While inside police facilities unless taking law enforcement action; or while engaging in encounters with undercover deputies or informants.
9. Deputies shall refrain from collecting personal information that is protected such as social security numbers and private phone information.
10. In the event that a conversation is "accidentally" recorded it shall be brought immediately to the attention of the immediate supervisor who will review the recording and make a recommendation concerning any needs for retention to the video administrator.

VIII. Classification of Body Worn Camera (BWC) recordings

Proper classification of recorded data is critical for two reasons. First, the retention time for recorded data typically depends on the category of the event captured in the video. Thus, proper classifying is critical for determining how long the video will be retained in accordance with statutes of limitation.

Second, an accurate classification helps supervisors, prosecutors, and other authorized Sheriff's Office personnel readily identify and access videos they need for investigations or court proceedings.

The deputy shall toggle through pre-determined event categories and apply incident/report numbers that will enable the evidence to be stored on the EL 4 server, or successor system. The deputy is not required to dock the camera in a data transfer device to accomplish classification.

IX. HANDLING OF DIGITAL MULTIMEDIA EVIDENCE

All files from body-worn cameras shall be securely downloaded no later than 24 hours after the end of the deputy's shift, unless; advised to do so by a supervisor. In cases where an arrest is made all recordings will be downloaded no later than the end of the deputy's shift. Each file shall contain information related to the date, body-worn camera identifier, and assigned deputy.

All files from body-worn cameras shall be securely stored in accordance with state records retention laws and for no longer than useful for purposes of training, or for use in an investigation or prosecution (including appeals), or for use in resolving a claim, pending litigation, or disciplinary investigation. In capital punishment prosecutions, files shall be kept until the alleged offender is no longer under control of a criminal justice agency.

Supervisors and internal affairs personnel may access DME for administrative investigations. Periodic supervisory and BWC committee reviews will be made to ensure that equipment is functioning properly, the scope of the review of DME should be limited to the specific complaint against the deputy. Inadvertent discovery of other allegations during this review shall require the supervisor to articulate the purpose of expanding the scope.

Requests for deletion of portions of a recording from a body-worn camera (e.g., in the event of a privileged or personal recording) must be submitted in writing to the sheriff or his designee and in accordance with state records retention laws.

Recordings from body-worn cameras may be shown for training purposes upon completion of a criminal case. All such use shall be pursuant to the written authority of the Sheriff or his designee. Deputies shall be provided with at least thirty days' notice if recordings intended for use for training purposes were either made by them or captured their image or voice.

X. RETENTION AND DESTRUCTION OF DIGITAL MULTIMEDIA EVIDENCE

The retention and destruction of DME shall be pursuant to Texas Code of Criminal Procedure Article 2.135 (b) or following the guidelines established by the Texas State Library and Archives Commission (Section 2-1: Arrest and Offense Records otherwise listed as PS4125-05b Offense Investigation Records).

All stored DME is subject to release in accordance with Chapter 552 of the Texas Government Code or applicable criminal statutes, or allowed to be released based on fact driven elements. Reasonable efforts shall be made to provide Deputies with notice of any public requests made to review DME from their body-worn cameras. All request made under the Public Information Act will be immediately directed to the Open Records Clerk or the Johnson County Attorney's Office.

All data collected by the body-worn camera will be automatically downloaded to the Watch Guard Evidence Library 4 (EL 4/4RE) or successor system. All body-worn cameras (Sheriff's Office issued) that are not compatible with the EL 4 shall be copied to a Digital Media format (CD, CDR, DVD, USB storage device) and turned into property clerk or deputy as evidence.

All BWC camera recordings involving Law Enforcement activity will be maintained in the Watch Guard EL 4 server for a period of not less than ninety (90) days. In order to comply with the retention requirements all offenses designated as "criminal offenses" shall be copied to a Digital Media format (such as CD, CDR, DVD, USB storage device) by the criminal investigator assigned to the case, deputy initiating offense report, or designated video administrators and turned into the property custodian as evidence. The collection of such video evidence shall be documented by involved personnel in the RMS (Record Management System) that stores all written documentation to include, initial reports, supplemental reports, investigative reports, witness statements, photographs, crime loss forms, and submitted evidence logs. Class C offense recordings and recordings deemed necessary such as recordings that have resulted in an documented complaint will be maintained on the Watch Guard EL 4 system or transferred to other Digital Media format (such as CD, CDR, DVD, USB storage device), as will be all non-criminal offenses (to be monitored by designated video administrators).

The designated video administrators shall monitor the overall effectiveness of the BWC Program and make recommendations to the Sheriff regarding policy updates. The designated video administrators shall have the additional responsibility of evaluating storage of DME to make sure that the system capabilities are sufficient and make recommendations to the Sheriff or designee regarding system updates. It is also the responsibility of the designated video administrators to prepare an annual report for the commission on the costs of implementing a BWC program, to include all known equipment costs and costs associated with data storage.



**JOHNSON COUNTY
BILL MOORE
COUNTY ATTORNEY**

March 30, 2016

Bob Alford
Johnson County Sheriff
1102 East Kilpatrick
Cleburne, Texas 76031

Re: Body Cameras

Dear Sheriff:

This letter is being sent to endorse and support your efforts to have your officers wear body cameras ("body cams") in the performance of their duties as a deputy sheriff. In my opinion the body cam video would provide additional information regarding the facts and circumstances of the interaction between your offices and the citizens they encounter. The body cam video would be useful for prosecutors when reviewing cases for filing as well as for trial should the need arise. Video footage of an arrest can provide an additional perspective of the situation that a written narrative may not adequately describe.

The body cam video may also be useful in determining whether an officer acted appropriately in a situation should allegations be made against an officer for excessive force or for any misconduct. Such video footage may protect the officer and Johnson County from a frivolous lawsuit and your office from a lengthy internal investigation. Additionally, you would have an additional tool to evaluate and train your officers.

With the advances in technology, the body cams appear to be another tool that would be beneficial to you, your deputies, and the prosecutors.

I have reviewed the chapter of the Johnson County Sheriff's Office General Manual titled Body-Worn Cameras and I am in support and in agreement with the policies set forth therein realizing that revisions may be appropriate in the future based upon statutory guidelines that may arise.

Sincerely,

Bill Moore

Bill Moore
County Attorney