## Step 1: Learn the Fundamentals

1. **Becoming familiar with available materials**
   - Review Why Trust this Toolkit and the Implementation toolkit page
   - Review the National Landscape materials to access the most up-to-date shared resources from across the country

2. **Build a basic understanding of body-worn cameras and related considerations**
   - Read through the background and essential reading materials on the Getting Started toolkit page
   - Identify key links, available templates, and other resources available on the Research toolkit page

## Step 2: Develop a Plan

1. **Define program goals, objectives, and desired outcomes**
   - Review materials available on the Implementation toolkit page

2. **Understand program costs and identify potential funding sources**
   - Perform a search on “cost” in the toolkit and read the Implementation toolkit page materials about cost
   - Seek out information about regional resource and partnership opportunities

3. **Identify stakeholders and define a stakeholder engagement/communication plan**
   - Engage law enforcement stakeholders and discover/seek champions for each community
     - Union, patrol, training, supervisors, legal, internal affairs, records, technology, research/planning
   - Engage broader justice stakeholders and discover/seek champions for each community
     - City and county prosecutor, public defender, courts
   - Engage external (non-justice) stakeholders and discover any obvious champions
     - City leadership, privacy/advocacy groups, community leaders, residents, media

4. **Build project plan and identify a project sponsor, project manager, and stakeholder leads**
   - Review the Implementation toolkit page materials and templates related to planning

5. **Develop a plan and identify research partner to document process and image of BWC program**
   - Implementation process, officer outcomes, departmental outcomes, case outcomes, citizen outcomes

## Step 3: Form Working Group(s) and Identify Collaboration Opportunities

1. **Identify any regional opportunities that offer economy of scale, program sponsorship, or governance**
   - Seek out whether any existing regional procurements, data storage capabilities, multi-disciplinary working groups, and/or community oversight/relatin groups could offer opportunities for reduced cost or overhead
### Step 4: Define Policies and Key Protocols

#### 4.1. Understand local and state laws affecting video capture, use, and sharing
- Understand laws or desired protocols around consent, audio/video recording, wiretapping
- Understand laws or desired protocols around public release of information, FOIA, etc.

#### 4.2. Review available policies
- Review resources (association policies and sample state/local policies) on the [Policy](#) toolkit page.

#### 4.3. Develop written policy for all six policy areas
- Review [Policy FAQs](#) on the [Policy](#) toolkit page and engage BWC Working Group(s) in policy discussions
- Define policy for (1) **Video Capture** *(activation, deactivation, consent)*
- Define policy for (2) **Video Viewing** *(superior, officer, and critical incident review)*
- Define policy for (3) **Video Use** *(evidence, custodial interviews, intelligence)*
- Define policy for (4) **Video Release** *(public release, FOIA inclusion)*
- Define policy for (5) **Video Storage** *(downloading, chain of custody, retention)*
- Define policy for (6) **Process/Data Audits & Controls** *(compliance monitoring, security, violations)*

#### 4.4. Gain buy-in and support for policies from directly impacted stakeholders
- Engage key law enforcement units and labor organizations for final policy reviews
- Identify a BWC champion and early adopters within law enforcement unit(s)

### Step 5: Define Technology Solution

#### 5.1. Define general hardware and software requirements
- Before reviewing specific products, define desired equipment specifications and features
- Collect key information about data storage requirements such as number of officers, retention guidelines, and state laws on retention and public release
- Decide how existing CAD, RMS, or CMS applications will be involved/impacted

#### 5.2. Assess current technical capabilities and regional opportunities
- Understand and document current data storage capabilities, capacity, and scope (across judicial entities and law enforcement units) including time and effort to redact video material
- Understand court and prosecution technology capabilities and capacity
- Make decisions between on premise or cloud storage solution (understanding regional capabilities)
## 5.3. Investigate BWC vendors and products
- Review information about available commercial market product features and capabilities including redaction procedures
- Contact agencies with similar profile/legal environment to gain information about lessons learned

## 5.4. Develop procurement strategy and select solution and vendor (consistent with local procedure)
- Identify budget availability and limits (don’t forget to include full life-cycle costs)
- Review RFPs and associated materials on the "Technology" toolkit page

## 5.5. Select BWC hardware
- Issue RFP and create an associated weighted/ranked scoring model for response evaluation
- Evaluate responses using a peer review process, interview short-listed vendors, and select solution

## 5.6. Select data storage solution
- Issue RFP and create an associated weighted/ranked scoring model for response evaluation
- Evaluate responses using a peer review process, interview short-listed vendors, and select solution

### Step 6: Communicate and Educate Stakeholders

#### 6.1. Disseminate policy to justice stakeholders
- Work with law enforcement labor representatives and organizations to share and institute new policies

#### 6.2. Review and collect available education and training materials
- Review training materials on the "Training" toolkit page and seek out information from other agencies

#### 6.3. Develop line officer and supervisor training plan and materials

#### 6.4. Develop training plan and materials for prosecutor, court, and public defense personnel

#### 6.5. Share information with community/media (e.g. consent and retention guidelines, equipment capabilities, demonstration, etc.)

### Step 7: Execute Phase Rollout/Implementation

#### 7.1. Deliver training to line officers

#### 7.2. Outline detailed rollout plan and launch messaging campaign
- Revisit the original plan and the "Implementation" toolkit page materials

#### 7.3. Implement focused pilot to assess protocols, training, and outcomes
- Develop phased approach and assess early adopter outcomes and experiences making adjustments to protocols, processes, training, and messages as appropriate

#### 7.4. Continuously monitor program, outcomes, and compliance
- Conduct monthly compliance reports, conduct three month post-implementation assessments, and continuously monitor for problems and challenges with periodic reviews of policy and training to incorporate lessons learned