





**UNIT SEVEN**  
**Bexar County**  
**Constable Office**  
**PCT #4 Policy &**  
**Procedure**

Bexar County  
Constable's Department  
Precinct 4

POLICY & PROCEDURES Agency  
Standard Operating Procedures


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**7.1 Bexar County Constable Office PCT #4 Policy & Procedure**  
**010 BODY WORN CAMERAS (BWC)**  
**I. PURPOSE:** This policy is intended to provide **Deputy Constable(s)** with instructions on when and how to use body-worn cameras (BWCs) so that **Deputy Constable(s)** may reliably record all their contacts with the public in accordance with the law.

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**7.1 BODY WORN CAMERAS (BWC)**  
**010 Policy & Procedure – Cont'd:**  
**II. POLICY: A.** It is the policy of this agency that **Deputy Constable(s)** shall \_\_\_\_\_ *his/her BWC upon any/all public contact and/or prior to exiting patrol vehicle* and any time BWC use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law.

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7.1 BODY WORN CAMERAS (BWC)  
 010 Policy & Procedure – Cont’d:

**B.** This policy **does not** govern the use of \_\_\_\_\_ recording devices used in undercover operations.

**III. PROCEDURES**

**A. Administration, This agency** has adopted the use of the BWC to accomplish several objectives

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7.1 BODY WORN CAMERAS (BWC)  
 010 Policy & Procedure – Cont’d:

**B.** The **primary objectives** are as follows:

**1. BWCs** allow for accurate \_\_\_\_\_ of police-public contacts, **arrests**, and \_\_\_\_\_ incidents

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7.1 BODY WORN CAMERAS (BWC)  
 010 Policy & Procedure – Cont’d:

**2.** They also serve to **enhance the accuracy of Deputy Constable \_\_\_\_\_ and \_\_\_\_\_ in court.**

**C.** Audio and video recordings also **enhance this agency’s ability to review probable cause for \_\_\_\_\_**, Deputy Constable(s)

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

and **suspect interaction**,  
and \_\_\_\_\_ for **investigative  
and prosecutorial purposes**  
and to provide additional  
information for Deputy  
Constable(s) \_\_\_\_\_ and  
\_\_\_\_\_.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

**D.** The **BWC** may also be  
**useful in documenting crime**  
and **accident scenes** or  
other events that include the  
\_\_\_\_\_ and  
**documentation of**  
**evidence or contraband.**

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

**E. When and How to Use the  
BWC**

**1. Deputy Constable(s) shall  
activate the BWC to record all  
contacts with citizens in the  
performance of \_\_\_\_\_ duties.**

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

2. Whenever possible, **Deputy Constable** *should inform individuals that they are being recorded.*



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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

3. In locations where individuals have a **reasonable expectation of** \_\_\_\_\_, such as a residence, they may decline to be recorded unless the recording is being made in pursuant to an arrest or search of the residence or the individuals.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

4. The **BWC** shall remain **activated until the event is** \_\_\_\_\_ in order to ensure the **integrity** of the recording unless the contact moves into an area \_\_\_\_\_ by this policy (see items D.1-4)

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont’d:

**5. If a Deputy Constable(s) fails** to activate the BWC, **fails** to record the entire contact, or \_\_\_\_\_ the recording, the **Deputy Constable(s) shall document** why a recording was not made, was interrupted, or was terminated.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont’d:

**6. Civilians and/or New Media shall not be \_\_\_\_\_ to review** the **Deputy Constable(s)** recordings at the scene.

**F. Procedures for BWC Use**

**1. BWC equipment is issued primarily to uniformed personnel as authorized by this agency.**

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont’d:

**2. Deputy Constable(s) who are assigned BWC equipment must use the equipment unless otherwise authorized** by \_\_\_\_\_ personnel in writing.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

**3. Deputy Constable** personnel *shall use only* **BWCs** issued by this agency



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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

**4. The BWC equipment** and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the **sole property of this** \_\_\_\_\_.



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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

**5. Deputy Constable** personnel who are assigned **BWCs** must complete an *agency approved training program* to ensure proper use and operations. **TCOLE Course #** \_\_\_\_\_

**6. Additional training** may be required at periodic intervals to;

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont’d:

6. a. ensure the continued effective use and operation of the equipment,

b. proper \_\_\_\_\_ and performance, and to incorporate changes,

c. \_\_\_\_\_, or other revisions in policy and equipment.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont’d:

7. **BWC** equipment is the **responsibility** of individual **Deputy Constable** and will be used with reasonable care to ensure proper functioning.

8. Equipment \_\_\_\_\_ shall be brought to the attention of the Deputy Constable(s) **supervisor** as

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont’d:

soon as possible so that a replacement unit may be procured.

9. **Deputy Constable(s)** shall \_\_\_\_\_ and \_\_\_\_\_ the **BWC** prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

**10. Deputy Constable(s) shall not** edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner \_\_\_\_\_ recordings without prior written authorization and approval of the **Constable Bexar County PCT#4.**



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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

**11. Deputy Constable(s)** are encouraged to inform their supervisor of any recordings that may be of value for \_\_\_\_\_ purposes.

**12. If a Deputy Constable(s) is suspected of wrongdoing or involved in an officer-involved**

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

shooting or other serious use of force, the agency **reserves the right to limit or restrict** a **Deputy Constable(s)** from \_\_\_\_\_ the video file.

**13. Requests for** \_\_\_\_\_ of portions of the recordings (e.g., in the event of a personal recording) >

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

must be submitted in writing and approved by the **Constable PCT#4** or his or her designee in writing and in accordance with state record retention laws.

14. All \_\_\_\_\_ and final \_\_\_\_\_ shall be **kept on file**.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

15. **Deputy Constable(s)** shall note in incident, arrest, and related reports when \_\_\_\_\_ were made during the incident in question.

16. However, **BWC recordings are not** a replacement for \_\_\_\_\_.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

17. **Deputy Constable(s) shall not use their personal** \_\_\_\_\_ **audio, video and/or** \_\_\_\_\_ to document any official **Bexar County Constable Office PCT#4** assignments/duties.



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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

G. \_\_\_\_\_ on Using the BWC

1. BWCs **shall be used** only in conjunction with **official** \_\_\_\_\_ **duties**.

2. The BWC shall not generally be used to record:.....>

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

2. a. Communications with other law enforcement personnel without the permission of the **Constable** in writing and/or;

b. Encounters with **undercover officers** or **confidential informants** and/or;

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

c. When on break or otherwise **engaged in personal activities**; or

d. In any location **where individuals have a reasonable expectation of privacy**, such as a restroom or locker room.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

H. \_\_\_\_\_

1. All files shall be **securely downloaded** periodically and no later than the end of each shift.

2. Each file shall contain information related to the date, BWC identifier, and assigned **officer**.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

3. All images and sounds recorded by the BWC **are the** \_\_\_\_\_ **of this agency.**

4. Accessing, copying, or releasing files for non-law enforcement purposes is \_\_\_\_\_

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

5. All access to **BWC** data (images, sounds, and metadata) must be specifically authorized by the **Constable PCT#4** or his or her designee in writing, and all access is to be \_\_\_\_\_ to ensure that **only authorized users** are accessing the data for legitimate & authorized purposes.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

6. Files should be \_\_\_\_\_  
**stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.**

**CASE CLOSED**

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

7. In capital punishment prosecutions, **recordings shall be kept until** the offender is no longer under control of a criminal justice agency.

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7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:

I. Supervisory Responsibilities  
a. \_\_\_\_\_ **personnel shall ensure that Deputy Constable(s)** equipped with BWC devices utilize them in accordance with policy and procedures defined herein.

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*7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:*

**b. At least on a monthly basis, supervisors will \_\_\_\_\_ BWC recordings to ensure that the equipment is operating properly and that Deputy Constable(s) are using the devices appropriately and in accordance with policy and to identify any areas in which.....>**

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*7.1 BODY WORN CAMERAS (BWC)  
010 Policy & Procedure – Cont'd:*

**b. additional training or guidance is required.**

**J. TRAINING:** THE AGENCY TRAINING COORDINATOR WILL ENSURE THIS POLICY AND PROCEDURE IS INCLUDED IN ALL FUTURE TRAINING PERTAINING TO USE OF BODY WORN CAMERA (BWC). For the purpose of this document, the term "file" refers to all sounds, images, and associated metadata.

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