



PCI Municipal Services, LLC

Body Camera Policy and Procedures:

1. Purpose:

- The purpose of this policy is to establish guidelines for the use of body-worn cameras (BWCs) by PCI Employees to enhance transparency, accountability, and trust within the community.

2. Activation and Deactivation:

- PCI Staff shall activate their BWCs in the field where they may have contact with the community during enforcement activities or others, including but not limited to, speaking to the un-housed population, enforcing parking rules, or any other activity deemed necessary by PCI Staff.

- Deactivation or non-use: During several times in a shift, circumstances around no use and deactivations will occur. In times where tickets are issued where there is no driver is an example of the Non-use. Deactivation can occur and should occur during breaks, lunches, or non-work activities. BWC shall only be used in official business capacity.

3. Privacy Concerns:

- Staff shall respect individuals' privacy rights and avoid recording in locations where there is a reasonable expectation of privacy, such as restrooms or medical facilities.

- Deactivation is required upon entering a private residence unless the situation requires recording for evidentiary purposes.

4. Incidents:

- After an incident occurs (argument, threat against Staff), it shall be the responsibility of the Staff to contact their Manager to report such an incident. The Manager shall then deem this recording as "Evidentiary" and save the recording. Staff shall not alter or attempt to delete any recording.

***Incidents that include threats of violence or violence shall be reported to the local Police Department immediately. ***

5. Recording Consistency:

- Staff should make reasonable efforts to ensure clear and consistent recording, adjusting camera placement as needed.

- If a technical issue prevents proper recording, Staff must report it promptly to their supervisor.

6. BWC LCD Screen:

- LCD screens shall remain on and visible. BWC's while turned on and visible to others can be a deterrent from threats and violence.

7. Storage and Retention:

- All recorded footage will be securely downloaded at the end of shifts, after an incident or when deemed appropriate by PCI Management.

- PCI Management will be required to review and manage recording each week. Recordings that were not deemed as Evidence, should be deleted to manage storage space.

8. Access and Release of Footage:

- Access to BWC footage is restricted to authorized personnel for official purposes only.
- Release of footage to external parties will follow legal protocols, including requests from the court, legal representatives, or public records requests.

9. Training:

- Staff will receive thorough training on BWC usage, privacy considerations, and the importance of following departmental policies before usage.

10. Accountability:

- Violations of this policy may result in disciplinary actions, as outlined in the department's disciplinary procedures.

This policy is subject to periodic review and revision to ensure alignment with legal requirements and departmental objectives.

PCI Municipal Services, LLC

April 2024

Employee Name (print)_____

Employee signature_____

Date_____