

Sycamore Police Department

2022 Annual Report on the use of officer-worn body cameras

Department Overview – Sycamore Police Department

Sycamore Police Department consists of thirty-one (31) officers who utilize twenty-two (22) WatchGuard Vista Wi-Fi cameras.

Technical Issues

<u>Date</u>	<u>BWC</u>	<u>Reason</u>	<u>In Progress Maintenance</u>	<u>Ticket#</u>	<u>Admin</u>
6/13/2022	WRC1-118395	Camera not downloading. Error 102	WG sending replacement BWC (5 month backlog) / Order# 3202605544 - Replaced with WFC1-144742	1714193	511
8/30/2022	WFC1-118147	Side select button on BWC not working	Warranty replacement ticket submitted to WG - Replaced with WFC1-144746	1938320	511
9/13/2022		Need for additional quick connect chargers	2 VistaWifi Quick connect car chargers ordered.	1972505	511
9/28/2022	WFC1-118400	Not downloading. / wouldn't turn on	New battery installed. Testing.		511
9/30/2022		Evidence Library not exporting video	Watchguard contacted 10/3/22. Issued fixed.	INC000006640098	511

Review Process used by supervisors

- A. Supervisors shall ensure officers equipped with BWC utilize them in accordance to policy and training.
- B. When a supervisor becomes aware that a recorded incident pertains to a critical incident, the supervisor shall review only those recordings necessary and relevant to their investigative scope. The supervisor is responsible for forwarding the information via the chain of command.
- C. Recordings may be reviewed to determine possible employee discipline when:
 1. A formal or informal complaint of misconduct has been made.
 2. The encounter on the recording could result in a formal investigation under the Uniform Peace Officer's Disciplinary Act. The Uniform Peace Officer's Disciplinary Act defines a formal investigation as the process of investigation ordered by a commanding officer during which the questioning of an officer is intended to gather evidence of misconduct which may be the basis for filing charges seeking his or her removal, discharge or suspension in excess of three days.
 3. A use of force incident has occurred.
 4. Used as corroboration of other evidence of misconduct
- D. Not less than once every 30 days, sergeants who supervise sworn personnel and Deputy Chiefs shall ensure an appropriate sampling of BWC recordings pertaining to their personnel are reviewed. The purpose of this review is to ensure that equipment is operating properly and that officers are using the cameras appropriately and in accordance with this policy and training.
 1. The selection of recordings will be conducted in a manner that promotes an equitable review of recordings from all officers.
 2. Sergeants will review a minimum of one (1) recording per month of each officer they directly supervise.
 3. Deputy Chiefs will review a minimum of one (1) recording per month of each sergeant in their command, and one (1) recording of one (1) officer assigned to each sergeant in their command.
 4. Supervisors shall document their review and the BWC Program Administrator shall maintain records of those reviews.
 5. Supervisors shall not review recordings for the sole purpose of searching for violations of department policy or law not related to a specific complaint or incident.
 6. If a minor policy violation is observed by a supervisor, it shall be treated on a basis which neither enhances nor diminishes any potential discipline.
- E. Recordings shall not be used to prepare performance evaluations, unless used for the purpose of correcting substandard employee performance that was brought to the supervisor's attention or highlighting commendatory performance of an employee.