

APPENDIX 1: Survey Instrument

Sam Houston State University

Consent for Participation in Research

LEMIT 2020 STUDY OF BODY-WORN CAMERAS IN TEXAS

You are being asked to be a participant in a research study about the adoption of body-worn cameras by law enforcement agencies in Texas. You have been asked to participate in the research because you lead a police agency in Texas, and you have unique knowledge about this topic.

WHAT IS THE PURPOSE, PROCEDURES, AND DURATION OF THE STUDY?

The study seeks to understand body-worn camera adoption in the state by asking police leaders to report some basic information by responding to a brief survey.

WHAT ARE REASONS YOU MIGHT CHOOSE TO VOLUNTEER FOR THIS STUDY?

You may want to volunteer and complete this survey because you will be providing information LEMIT can use and share about body-worn cameras in Texas. You have specific and unique knowledge that you can share with us. Completing this short survey will not require much of your time.

WHAT ARE REASONS YOU MIGHT CHOOSE NOT TO VOLUNTEER FOR THIS STUDY?

You may not want to participate because we are asking you to volunteer your time. You will not be compensated for participating in this study.

DO YOU HAVE TO TAKE PART IN THE STUDY?

You can choose whether to be in this study or not. If you volunteer to be in this study, you may withdraw at any time without consequences of any kind. You may also refuse to answer any questions you don't want to answer and still remain in the study.

WHAT IF YOU HAVE QUESTIONS, SUGGESTIONS, OR CONCERNS?

The individuals in charge of this study are Dr. Rita Watkins and Dr. William Wells of the Law Enforcement Management Institute of Texas (LEMIT) at Sam Houston State University. If you have questions, suggestions, or concerns regarding this study or you want to withdraw from the study, you can contact Dr. Watkins and Dr. Wells using their contact information listed below. If you have any questions, suggestions, or concerns about your rights as a volunteer in this research, contact the Office of Research and Sponsored Programs – Sharla Miles at 936-294-4875 or e-mail ORSP at sharla_miles@shsu.edu.

WHAT ABOUT PRIVACY AND CONFIDENTIALITY?

The only people who will know that you are a research participant are members of the research team. No information about you, or provided by you during the research will be disclosed to others without your written permission, except:

When the results of the research are published or discussed in conferences, no information will be included that would reveal your identity. Any information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with your permission or as required by law.

WHAT ARE MY RIGHTS AS A RESEARCH PARTICIPANT? If you feel you have not been treated according to the descriptions in this form, or you have any questions about your rights as a research participant, you may call the Office of Research and Sponsored Programs – Sharla Miles at 936-294-4875 or e-mail ORSP at sharla_miles@shsu.edu.

You may choose not to participate or to stop your participation in this research at any time. Your decision whether or not to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled. You will not be offered or receive any special consideration if you participate in this research.

AGREEMENT TO PARTICIPATE

By completing the survey I acknowledge that I have read and understand the above information, and I willingly consent to participate in this study. I understand that if I should have any questions about my rights as a research subject, I can contact Dr. Rita Watkins at 936-294-1679 and icc_rjw@shsu.edu or Dr. Wells at 936-294-4817 or wmw005@shsu.edu.

1. Does your agency have body-worn cameras?

Yes

No

2. How many body-worn cameras does your department have?

1-5

6-10

11-20

21-50

51-100

101-150

151-200

201+

3. What division(s) or unit(s) are the body-worn cameras used in?

Division 1/Unit 1 _____

Division 2/ Unit 2 _____

Division 3/Unit 3 _____

Division 4/Unit 4 _____

Division 5/Unit 5 _____

If more than 5 divisions/units, please include the remainders in this box, separating each division by a semi-colon. _____

4. Approximately what percentage of patrol officers wear body cameras?

1% - 25%

26% - 50%

51% - 75%

76% - 100%

5. In what year did your department first start using body-worn cameras?

2005	2009	2013	2017
2006	2010	2014	2018
2007	2011	2015	2019
2008	2012	2016	2020

6. In what month, if known, did your department first start using body-worn cameras?

January	May	September	Unknown
February	June	October	
March	July	November	
April	August	December	

7. According to your body-worn camera policy, when are patrol officers required to activate and deactivate their body-worn cameras when responding to a call?

Activation _____

Deactivation _____

8. Has your department or external training provider ever delivered training to officers on the use of body-worn cameras?

Yes

No

9. To the best of your knowledge, has an officer in your department ever been sanctioned for violating any of your department's body-worn camera policy in the years 2019 or 2020?

Yes

No

10. Has your agency disciplined any officer for violating your department's body-worn camera policy about when to turn on or turn off their camera in 2020?

Yes

No

11. In what year was your body-worn camera policy most recently reviewed for modifications and updates?

2010	2014	2018
2011	2015	2019
2012	2016	2020
2013	2017	

12. To the best of your knowledge, has the use of body-worn cameras reduced the number of citizens' complaints your department has received.

Yes

No

13. Were any of your body-worn cameras purchased through a grant?

Yes

No

14. What is the approximate total annual cost of your body-worn camera program, including new equipment, repairs, upgrades, cloud storage, training, etc.

15. How would you describe the pros and cons of a body-worn camera program?

Pros _____

Cons _____

16. Please describe how you think body-worn camera policies could be improved.

17. Are you willing to provide a copy of your body-worn camera policy document(s) in order for researchers to describe the most common and most distinct elements of policies from across the state? Your agency will not be identified by name in any reports that are based on this information.

Yes

No

18. Thank you for agreeing to share your policy. Please fill in the information below, including the name, e-mail address, and phone number of the person we should contact to obtain the policy document(s).

Agency Name _____

Contact Person Name _____

Contact Person E-Mail _____

Contact Person Phone Number _____

APPENDIX 2: Policy Scorecard

Policy Issue	Possible Score	Agency Score	If present in the policy, copy word-for-word here:
General Issues			
Does policy specify who is assigned/permitted to wear BWC?	1		
Does policy specify requirements/conditions for required and voluntary BWC wearing?	1		
Does policy address wearing of private-owned BWC?	1		
Does policy specify body/uniform location for BWC placement?	1		
TOTAL - GENERAL ISSUES	4	0	
Video Capture: Activation			
Does policy specify when officers are to activate the BWC?	1		
Does policy specify/require that officers document existence of BWC recording?	1		
Does policy specify if officers have discretion on when to activate BWC?	1		
Does policy provide guidance on citizen notification of BWC?	1		
Does policy specify circumstances/conditions when officers can choose to not activate?	1		
Does policy provide guidance on BWC recording of crime victims and other sensitive populations?	1		
Does policy specify circumstances when recording is prohibited? (e.g., locker room, supervisor/officer conversations, strip searches)	1		
TOTAL - VIDEO CAPTURE: ACTIVATION	7	0	
Video Capture: Deactivation			
Does policy provide guidance on appropriate BWC deactivation (when and how to deactivate)?	1		
Does policy provide guidance on requirement for discretionary deactivation/non-activation of BWC? (citizen request for non-recording)	1		
Does the policy address officer violations for failure to provide policy-required reasoning for deactivation of the BWC? [<i>item added for the current study in TX</i>]	1		
TOTAL - VIDEO CAPTURE: DEACTIVATION	3	0	
Data Transfer/Download			
Does policy assign responsibility for data download/transfer?	1		
Does policy provide guidance on process/requirement for data download (time requirements, by end of shift, etc.)?	1		
Does policy specify prohibitions for data tampering, copying, and deleting?	1		

Does policy specify incident types/categories for proper tagging of videos?	1		
Does policy specify process for tagging of videos by category?	1		
Does policy address chain of custody issues/concerns?	1		
TOTAL - DATA TRANSFER/DOWNLOAD	6	0	
Data Storage/Retention			
Does policy specify process/location for proper video storage?	1		
Does policy specify data retention periods by incident category?	1		
TOTAL - DATA STORAGE/RETENTION	2	0	
BWC Viewing			
Does policy specify authority of officer to review BWC footage he/she recorded?	1		
Does policy specify authority of other officers to review BWC footage?	1		
Does policy specify authority and conditions for supervisory review of BWC footage?	1		
Does policy specify authority and conditions for Internal Affairs review of BWC footage?	1		
Does policy specify authority and conditions for review of BWC footage by training personnel?	1		
Does policy specify process for BWC review following a critical incident (e.g. officer-involved shooting, pursuit)?	1		
Does policy specify prohibitions for public sharing of BWC footage?	1		
Does policy specify process for auditing of BWC footage for performance review or policy compliance?	1		
Does policy specify process for coordination with "downstream" criminal justice actors? (prosecutors, defense, courts)	1		
TOTAL - BWC VIEWING	9	0	
BWC Training			
Does policy specify mandatory training requirement for participation in the BWC program?	1		
TOTAL - BWC TRAINING	1	0	
Public Release			
Does the policy demonstrate an understanding of the state's public disclosure laws?	1		
Does the policy specify whether certain categories of BWC are exempt/prohibited from public disclosure?	1		
Does the policy specify a process to receive and process public records requests for BWC footage?	1		
Does the policy specify who is authorized to approve release of BWC footage?	1		
Does the policy specify a process for BWC review and redaction prior to release?	1		

Is the BWC policy publicly available? (If yes, how?)	1		
TOTAL - PUBLIC RELEASE	6	0	
Policy and Program Evaluation			
Does policy specify a process for continuing review of BWC program (including policy review)?	1		
TOTAL POLICY AND PROGRAM EVALUATION	1	0	

Source: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/bwc/pdfs/BWC-Scorecard-Instructions-and-Template.pdf>