



## H. Smith Richardson Building Committee ("HSRBC")

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### Update to the RTM – September 17, 2018

- 1) HSR Clubhouse Program Update (Appendix A)
- 2) Conceptual Design
  - a. Options considered but not pursued
  - b. Conceptual Site Plan (Appendix B-1)
  - c. Conceptual Floor Plan (Appendix B-2)
- 3) Timing for Cost Estimates
- 4) Projected Project Schedule

Oct '18 – Nov '18	Finalize schematic designs and cost estimates
Dec '18	Present plans for consideration to BOS, BOF, RTM
Jan '19	Receives votes to approve funding from BOS, BOF, RTM
Feb '19	Develop construction designs
Mar '19	Issue RFP's for bids
Apr '19 – May '19	Select bid winners
May '19 – Jun '19	Begin construction on cart barn
Jun '19 – Jul '19	Move pro shop and golf operations to cart barn
Jul '19 – Aug '19	Demolish existing clubhouse
Fall '19	Pour foundations and footings for new clubhouse
Fall '19	Construct exterior and roof prior to winter
Winter '19-'20	Construct interior
Spring '20	Complete interior finishing's
Spring '20	Complete exterior grounds (parking lot, patio, landscaping)
Between Memorial Day and July 4 <sup>th</sup> '20	Open completed clubhouse

## Appendix A

### HSR Clubhouse Program Update

Room No.	Space Division	Existing S.F.	HSRBC General Proposed S.F.	S.F. Increase/ (Decrease)	Percentage Increase/ (Decrease)	Scheme 3.1r Proposed S.F.	S.F. Increase/ (Decrease)	Percentage Increase/ (Decrease)	Notes
P1	Pro Shop	515	500	(15)		500	(15)		locate in sight of first tee
P2	Pro's Office	130	120	(10)		120	(10)		separated from the pro shop
P3	Pro Shop Work Shop	112	100	(12)		123	11		adjacent to pro shop
P4	Bag Storage	0	0	0		0	0		100 bags. move to cart barn
P5	Multi-purpose Room (Golf Training)	0	0	0		0	0		move to cart barn if possible
<b>SUBTOTAL</b>		<b>757</b>	<b>720</b>	<b>(37)</b>	<b>-4.9%</b>	<b>735</b>	<b>(22)</b>	<b>-2.9%</b>	

GOLF OPERATIONS/Pro Shop									
U1	Men's Locker Room	1,105	400	(705)		260	(845)		smaller 1/2 lockers
U2	Women's Locker Room	500	400	(100)		260	(240)		add 1/2 sized clothes lockers
U3	Men's Toilet	120	200	80		256	136		(4)urinals,(2)Toilets,(2)Showers
U4	Women's Toilet	80	200	120		256	176		(4)Toilets,(2)Showers
U5	Mechanical Room	450	550	100		236	(214)		with a shower
U6	Unisex/Family Restroom	0	120	120		106	106		switchgear & phone room
U6	Mech/Electrical Room	0	100	100		113	113		needs mop Sink
U8	Housekeeping /Storage	50	100	50		144	94		
U9	Storage	0	80	80		118	118		
U10	J.T. Closet	0	10	10		29	29		
<b>SUBTOTAL</b>		<b>2,305</b>	<b>2,160</b>	<b>(145)</b>	<b>-6.3%</b>	<b>1,778</b>	<b>(527)</b>	<b>-22.9%</b>	

UTILITIES (Mechanical, Electrical, I.T., Janitor, Toilet)									
FOOD SERVICE OPERATIONS									
F51	Dining Room	1,800	1,700	(100)		1,841	41		Sized for 120 seated at tables
F52	Bar Area/Grill Room	0	800	800		950	950		Sized for 60. 20 bar stools & 40 @ tables
F53	Kitchen Food Prep Area		1,000	500		766	266		adjacent to kitchen
F54	Kitchen Food Storage Area	112	400	288		302	190		
F55	Restaurant Office	120	100	(20)		99	(21)		adjacent to dining room
F56	Table and Chair Storage	0	200	200		131	131		
F56	Meeting/Conference Room	250	220	(30)		211	(39)		
<b>SUBTOTAL</b>		<b>2,782</b>	<b>4,420</b>	<b>1,638</b>	<b>58.9%</b>	<b>4,300</b>	<b>1,518</b>	<b>54.6%</b>	

<b>Subtotal</b>	<b>5,844</b>	<b>7,300</b>	<b>24.9%</b>	<b>6,813</b>	<b>16.6%</b>	<b>Excludes Circulation and Cart Barn</b>			
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CIRCULATION (Combines Main & Lower Levels)									
	Vertical Circulation (Stairs & Elevator)	0	0	0		0	0		
	Hallways/Structure/Chases (~30%)	856	2,200	1,344		2,472	1,616		
<b>SUBTOTAL</b>		<b>856</b>	<b>2,200</b>	<b>1,344</b>	<b>157.0%</b>	<b>2,472</b>	<b>1,616</b>	<b>188.8%</b>	
Circulation % of Subtotal		15%	30%			36%			

<b>Subtotal</b>	<b>6,700</b>	<b>9,500</b>	<b>41.8%</b>	<b>9,285</b>	<b>38.6%</b>	<b>Excludes Cart Barn</b>			
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ANSIARY SPACE OUTSIDE EXISTING FOOTPRINT									
	Kitchen Refrigeration	400	0	(400)		0	(400)		
	Restaurant Storage	300	0	(300)		0	(300)		
	Boller Room	150	0	(150)		0	(150)		
<b>SUBTOTAL</b>		<b>850</b>	<b>0</b>	<b>(850)</b>	<b>-100.0%</b>	<b>0</b>	<b>(850)</b>	<b>-100.0%</b>	

<b>TOTAL</b>	<b>7,550</b>	<b>9,500</b>	<b>25.8%</b>	<b>9,285</b>	<b>23.0%</b>	<b>Excludes Cart Barn</b>			
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CART BARN									
C1	Cart Storage	2,200	3,000	800		3,000	800		currently 65, need 80+ and 10% circulation
	Bag Storage	0	450	450		450	450		unisex. 100 bags. move to cart barn
	Multi-purpose Room (Golf Training)	0	450	450		450	450		move to cart barn if possible
<b>SUBTOTAL</b>		<b>2,200</b>	<b>3,900</b>	<b>1,700</b>	<b>77.3%</b>	<b>3,900</b>	<b>1,700</b>	<b>77.3%</b>	

# of Carts		S. F.
Existing Carts	65.00	2,200.00
Additional Carts	15.00	500.00
Total Carts	80.00	2,700.00
Circulation		300.00
		3,000.00
		19%
		10%



SILVERPETRUCCELLI + ASSOCIATES  
Architects & Engineers  
3190 Whitney Avenue, Hamden, CT 06518  
Tel: 203 230 9187 Fax: 203 230 8247  
www.silverpetrucci.com

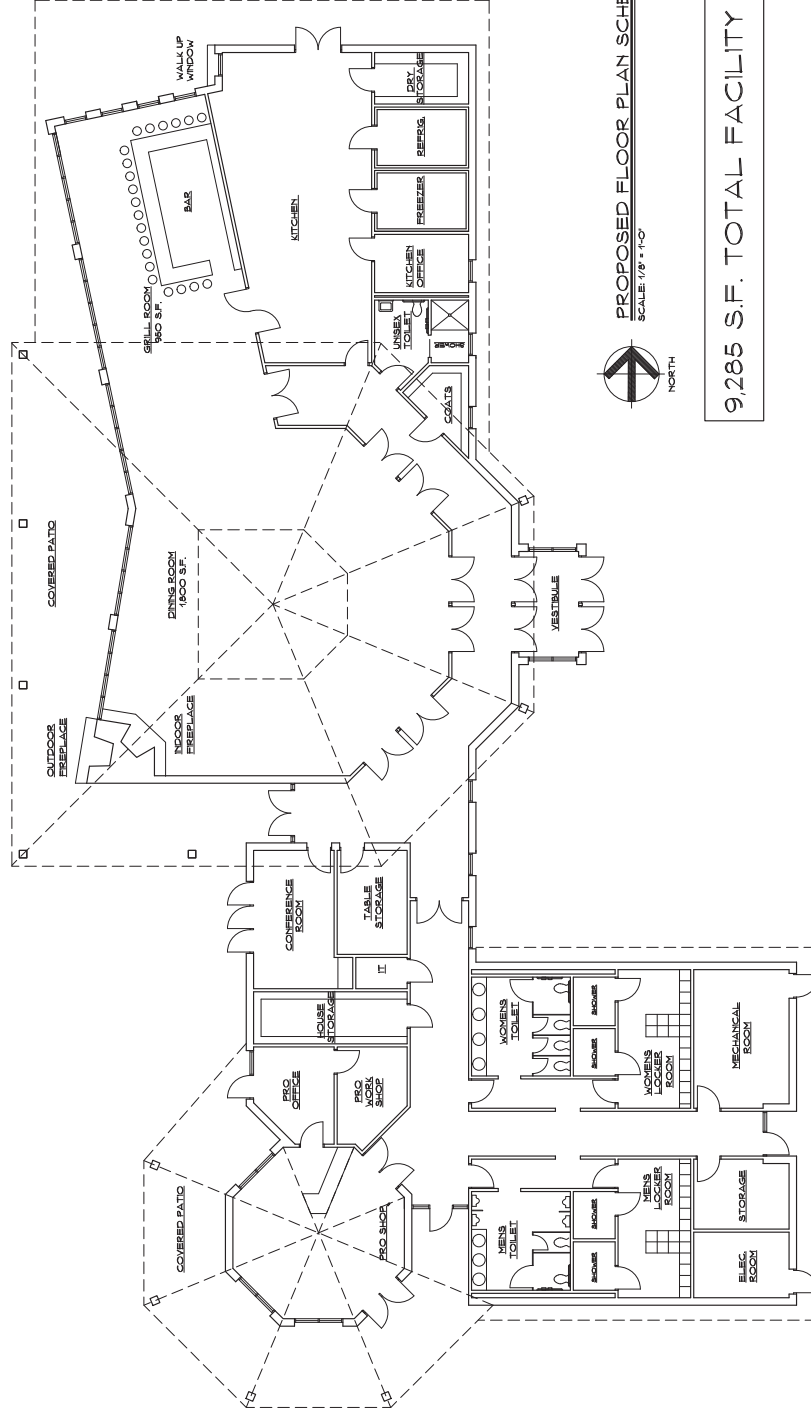
## Appendix B-1

### Conceptual Site Plan



## Appendix B-2

### Conceptual Floor Plan



PROPOSED FLOOR PLAN SCHEME 3.1R  
SCALE: 1/8" = 1'-0"

9,285 S.F. TOTAL FACILITY

Project Title:

Proposed  
H. Smith Richardson  
Golf Course Clubhouse  
2425 Morehouse Hwy, Fairfield, Ct. 06824



SILVER / PETRUCCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518-2340  
Tel. 203 230 9007 Fax. 203 230 8247  
silverpetrucci.com

Revised By:

Date:

Revision:

Description:

Drawing Title:

Proposed Floor Plan

Scheme 3.1r

revised August 16, 2018

Drawing Number:

AUGUST 16, 2018

Scale:

1/8" = 1'-0"

Drawn by:

Checked by:

Project Number:

98-04

3.1r

## INFORMATION AND JUSTIFICATION

### Body Worn Camera (BWC) and In-Car Video

#### 1. **Background**

Police Officers keep us safe every day under all possible circumstances. Unfortunately, when conflicts occur, police officers are sometimes left to defend themselves without the help of video evidence, and without its assistance, it can be nearly impossible to determine the actual series of events that occurred. One look at the news proves the point that police officers are in need of advanced video documentation capabilities. The State of Connecticut has recognized the benefits of video capability in law enforcement and has funded a 100% reimbursement grant for any Connecticut municipality willing to deploy this technology. The grant covers equipment, installation, training, support, and video storage.

#### 2. **Purpose and Justification**

The Department of Justice has funded and conducted several studies regarding the use of BWC in law enforcement. In one study conducted in Rialto California (2012), complaints against officers dropped by 88% and use of force incidents experienced a reduction of 60%. Other suggested benefits include:

- a. **Strengthening police accountability** by documenting incidents and encounters between officers and the public.
- b. **Preventing confrontational situations** by improving officer professionalism and the behavior of people being recorded.
- c. **Solving crimes** by being able to look back at evidence retroactively as well as in real-time (via mobile applications and/or MDT connectivity).
- d. **Improving agency transparency** by allowing the public to see video evidence of police activities and encounters.
- e. **Identifying and correcting internal agency problems** by revealing officers who engage in misconduct and implementing additional training to correct problems.
- f. **Strengthening officer performance** by using footage for officer training and monitoring.
- g. **Improving evidence documentation** for investigations and prosecutions.
- h. **Lower incidence of complaints and use of force** ([Mesa study](#), [Rialto study](#) and [San Diego study](#)).



- i. **Lower litigation cost** by experiencing a reduction of lawsuits, and increase in both pleas and admissions of guilt.
- j. **Tactical advantages** for situations where looking over or around obstacles such as corners or doors could be helpful; placing on K9s to enter a building is another option; as well as enabling other officers to give commands remotely who have more visibility or awareness from a different vantage point.

### 3. Description of proposal

Public Act 15-4 and 17-225 allows for 100% reimbursement to any municipality who purchases and deploys Body Worn Cameras, and In-car video systems. The cost of the equipment, training, and storage is \$749,724. The Office of Policy and Management has reviewed the proposal and approved \$742,724 for reimbursement. Due to the fact that this is a reimbursement grant, OPM requires a cashed check with the grant application. An agreement has been made with the vender to hold the funding in an escrow account until such time that reimbursement is made. In addition, the vender has agreed to reimburse \$7,500 which was rejected by OPM for being outside the scope of the grant.

### 4. Reliability of cost estimate

No additional costs are expected.

### 5. Increased Efficiency or productivity

- a. The deployment of body worn cameras has been shown to reduce the number of complaints made against officers.
- b. A reduction in the number of use of force incidents can be expected.
- c. A reduction in the number of arrests that require a criminal trial
- d. A reduction in civil litigations and complaints.

### 6. Additional or long range costs

The police department has been engaged in a pilot program involving 12 body worn cameras and storing the video to the cloud. We currently budget \$15,000 annually for the cloud based storage. By ending the pilot program, the following long term costs are estimated:

- a. Year 1- \$15,000 savings
- b. Year 2- \$15,000 savings
- c. Year 3- \$15,000 savings
- d. Year 4- \$15,000 savings (some of the BWC are expected to fail in this year, but replaced by inventory.
- e. Year 5- \$180 (begin a 3 year replacement plan)  $\$759 \times 20 = \$15,180$  (-\$15,000)
- f. Year 6- \$180 (2<sup>nd</sup> year of 3 year replacement)  $\$759 \times 20 = \$15,180$  (-\$15,000)
- g. Year 7- \$77,721 (The life expectance of the server and existing SSD Drives could be subject to failure. While it could be possible to repair or upgrade the server, this cost estimate reflects full replacement. This estimate also includes year 3 of the Body Worn Camera replacement.

- SSD technology is still relatively new and expensive. It is reasonable to assume that the cost will diminish as the technology matures.
- h. Year 8- \$15,000 Savings
- i. Year 9- \$15,000 Savings
- j. Year 10- **\$180** Replace 20 units  $\$759 \times 20 = \$15,180$  (-\$15,000)

The 10 year long term impact is estimated to result in a \$14,919 savings.

There is an expectation that the in-car camera systems will last 10 or more years. They are traditionally reinstalled in a car after the car is decommissioned. This assumption is based on a Connecticut State Police analysis, as they outfitted their entire fleet approximately 10 years ago.

**7. Additional use/demand on facilities or staff**

During the pilot program, our existing staff has been able to handle the administration and maintenance of the 15 units for the last two years. Deploying 60 units to include in-car video could be significant. Most agencies of our size that have deployed BWC have not brought on additional staff. Large agencies tend to add staffing. Training our officers to flag relevant videos with case numbers will greatly reduce the administrative manhours need. During the two year pilot program, we received one FOI request which required 0.5 man-hours to process. FOI requests remain an unknown element to this project.

**8. Alternatives to this request**

The town may choose to not seek this grant or to deploy this technology. There remains concern that at some point in time this technology might be mandated in law enforcement without a reimbursement program.

**9. Safety and loss control**

Each unit will be assigned to an officer who will be required to maintain the unit in its proper condition. Damage or loss will be reported to a supervisor who is required to conduct an investigation. Each officer will be trained on the safe operation of the unit.

**10. Environmental considerations**

None

**11. Insurance/maintenance**

- a. Maintenance would be taken care of by the police department.

**12. Financing**

- a. This grant allows for the 100% reimbursement for this program.

**13. Other considerations**

- a. None

**14. Other approvals.**

- a. BOS, BOF, RTM (approvals needed)



**State Funded  
Body-Worn Recording Equipment Grant  
Program  
(BWRE Grant Program)**

Updated November 30, 2017

**Grant Application Guidelines**

**BWRE Grant Program Contact**

Nichole Howe  
Fiscal Administrative Officer  
Criminal Justice Policy and Planning  
Office of Policy and Management  
860-418-6443  
[nichole.howe@ct.gov](mailto:nichole.howe@ct.gov)



STATE OF CONNECTICUT  
Office of Policy and Management

2

**Application for Reimbursement**  
**State Funded (Public Acts 15-4 & 17-225)**  
**Body-Worn Recording Equipment (BWRE)**  
**Reimbursement Grant**

November 30, 2017 (Version 2.0)

PART: 1 Application Period		
Application Period	DEADLINE for Application	Check
January 1, 2012 to June 30, 2016	December 31, 2016	<input type="checkbox"/>
July 1, 2016 to June 30, 2017	December 31, 2017	<input type="checkbox"/>
July 1, 2017 to June 30, 2018	December 31, 2018	<input checked="" type="checkbox"/>
July 1, 2017 to June 30, 2019	December 31, 2019	<input type="checkbox"/>

PART: 2 Applicant Information	
<b>A. Organization</b>	
<b>Law Enforcement Agency or Municipality:</b>	
Fairfield Connecticut Police Department	
<b>Street Address:</b>	100 Reef Road
<b>Town/City:</b>	Fairfield
<b>State:</b>	Connecticut
<b>Zip Code:</b>	06824
<b>B. Name of Person to be contacted on matters relating to this Application</b>	
<b>Name:</b>	Chris Lyddy
<b>Title/Rank:</b>	Deputy Chief of Police
<b>Phone No.</b>	203-254-4826
<b>Email Address</b>	<a href="mailto:clyddy@fairfieldct.org">clyddy@fairfieldct.org</a>

## PART: 3

## Total Sworn Officers in Law Enforcement Agency

Total Municipal Sworn Officers in the Law Enforcement Agency

108

NOTE: Resident State Trooper BWRE Requirements are NOT funded through this application

Total Number of Body-Worn Cameras (BWC) Requested in this Application

80

Please Provide the Number of "Spares" included in the Total (BWC) above

0

## PART: 4

## Itemized List of Body-Worn Cameras by Vendor

Note: Use this grid to list Body-Worn Cameras only

Description	Quantity	Unit Price	Amount
Example: Body X-Cam; Model # FG654; 16GB	12	\$450.00	\$5,400.00
Panasonic Body Warn Camera ARB-3MAINKIT	80	\$759.00	\$60,720.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		TOTAL	\$60,720.00

## PART: 5

## Itemized List of Any Supporting Body-Worn Camera Equipment

Note: Use this grid to list Mounts, Car Kits, Clips, Cables and Adapters

Description	Quantity	Unit Price	Amount
Example: Clips for Body X-Cam; Model # FG654;	12	\$39.95	\$479.40
Panasonic MK3 HD In-Cart Video ARB-KIT-HD	60	\$4,570.69	\$274,241.40
Panasonic Arbitrator 900Mhz Wireless Mic ARB-M90	60	\$567.47	\$34,048.20
Panasonic Rear Seat Camera ARB 360HD	60	\$429.78	\$25,786.80
Panasonic Side & Rear Window Camera ARB 360HD	60	\$398.06	\$23,883.60
Panasonic G-Force Sensor TGS-3DP	60	\$240.70	\$14,442.00
Panasonic External SSD Reader for Arbitrator MK3 ARB-SSDREAD	1	\$211.60	\$211.60
Panasonic Double WiFi Antenna Bolt Mount ARB-APWWQS22-RP-BL	60	\$135.26	\$8,115.60
Siren Detector Cable CBLMS-F00200	60	\$35.83	\$2,149.80
			\$382,879.00



**PART: 6 Itemized List of In-House Data/Video Storage Equipment**

**Note: Use this grid to list Servers, Drives, Switches, Cables and Adapters**

Description	Quantity	Unit Price	Amount
<b>Example:</b> WD 24TB (4 x 6TB) My Cloud Expert Series EX4100 4-Bay NAS	1	\$1,299.99	\$1,299.99
ICV/UEMS1/On Prem Storage Bundle ARB-SOFICVOPBUN5	60	\$634.85	\$38,091.00
Telrepco ARB/BWC Deployment Service TC-DEPLSVC	3	\$1,500.00	\$4,500.00
Telrepco On site/remote TC-SPRTBLK	5	\$1,500.00	\$7,500.00
DELL PowerEdge R630 Server 10 Hard drives R630-2CPU	1	\$77,541.00	\$77,541.00
Veh Harware install, Pan. Antenna, Common Trigger, Pairing Dock, USB	60	\$1,471.92	\$88,315.20
Travel-Installs	15	\$75.00	\$1,125.00
Panasonic BWC-MK3 Main Magnet Kit ARB-BWC3MAGM-KIT	160	\$56.12	\$8,979.20
Panasonic BWC Shirt Mounting Clip ARB-BWCMAINCLIP	80	\$22.19	\$1,775.20
MK3 BWC 8 Bay Dock and travel costs	10	\$1,719.36	\$17,193.60
5 Year protection for BWC and Storage bundle	80	\$576.31	\$46,104.80
Telrepco ARBR/BWC Deployment	5	\$1,500.00	\$7,500.00
		<b>TOTAL</b>	<b>\$298,625.00</b>

**PART: 7**

**Description of Data Services Contract**

*	Public Act 15-4 allows for the reimbursement of 1 year of a data services contract
*	You MUST provide a copy of the contract as part of this application (No Contract = N/A)
*	Please provide a brief description of the services contract in the space below
*	Please estimate the value of 1 year of your contract for reimbursement (No Contract = \$0.00)

Total 1 Year Value of Data Services Contract	NA
Please provide a brief description of the data services contract in the space below	
Fairfield will store the data using the server purchased.	

PART: 8

**Total Reimbursement Summary**

Total Requested AMOUNT: Body-Worn Cameras (BWC)	\$60,720.00
Total Requested AMOUNT: Any Supporting Body-Worn Camera Equipment	\$382,879.00
Total Requested AMOUNT: In-House BWC Data/Video Storage Equipment	\$298,625.00
Total Requested AMOUNT: 1 Year Data Services Contract	NA
Total Requested Reimbursement AMOUNT	\$742,224.00

PART: 9

**Certification, PIN Number and Signature****A. Certification**

I certify that the information, cost components and statements contained in this grant application are true, complete and accurate to the best of my knowledge.

☒**I AGREE**

Please place an "X" in the box

**B. PIN Number**

*	Please call Nichole Howe at 860-418-6443 to be assigned a PIN Number
*	Application must have an OPM assigned PIN Number - PRIOR to SUBMISSION
	<b>BWRE61301</b>
	OPM PIN Number

**B. Signature**

Authorized Signature	Date Signed

Robert Mayer, Chief Financial Officer

PRINT The Name and Title of the Signatory



STATE OF CONNECTICUT  
Office of Policy and Management

3

State Funded  
Body-Worn Recording Equipment Grant Program  
(BWRE Grant Program)  
Updated November 30, 2017  
**AUTHORIZED SIGNATURE FORM**

The State of Connecticut Office of Policy and Management (OPM) is providing reimbursement grants to assist municipalities, local police departments and university police forces with the procurement and implementation of Body-Worn Recording Equipment (BWRE).

This form must be **signed** and dated by the city/town official or university official that has the legal authority to accept grant funds on behalf of the city/town or university.

This form must then be **countersigned** and dated by the individual with the legal authority to verify the authorized signatory on behalf of the city/town or university.

**Authorized Signatory**

Print Here <i>Robert H. Mayor</i>	Title Here <i>CFO</i>
Printed Name of Mayor/First Selectman/City or Town Manager or University Official	Title
Sign Here <i>[Signature]</i>	Date Here <i>6/27/18</i>
Signature of Mayor/First Selectman/City or Town Manager or University Official	Date

**Verification/Attestation**

Print Here <i>STANTON K. LESSER</i>	Title Here <i>TOWN ATTORNEY</i>
Printed Name of Municipal/University Legal Authority Attesting to	Title
Signature <i>[Signature]</i>	Date Here <i>6/27/18</i>
Signature of Municipal/University Legal Authority Attesting to <i>Elizabeth P. Browne Town Clerk</i>	Date <i>6-27-18</i>





STATE OF CONNECTICUT  
Office of Policy and Management

4

State Funded  
Body-Worn Recording Equipment Grant Program  
(BWRE Grant Program)  
Updated November 30, 2017

COMPLIANCE CERTIFICATION  
WITH PUBLIC ACTS 15-4 & 17-225

And the

POLICY DIRECTIVES OF  
CONNECTICUT POLICE OFFICER STANDARDS AND TRAINING COUNCIL  
GENERAL NOTICE 15-05

SIGNATURE FORM

The undersigned certifies that:

1. The procurement and distribution of any and all Body-Worn Recording Equipment contained in this application is in conformance with all requirements identified in P.A. 15-4 and P.A. 17-225.
2. All appropriate officials of the Municipality or law enforcement agency have reviewed the "Policy - Use of Body Worn Cameras" promulgated by the Connecticut Police Officer Standards and Training Council General Notice 15-05 and agree that their department's body worn recording equipment policy will be based upon the guidelines maintained by the Department of Emergency Services and Public Protection and the Police Officer Standards and Training Council.

Police Chief or Municipal Authorized Signatory

Print Here <b>GARY MACINAMMA</b>	Title Here <b>Police Chief</b>
Printed Name of Police Chief or Municipal Authorized Signatory	Title
Sign Here <b>GMA</b>	Date Here <b>6/27/18</b>
Signature of Police Chief or Municipal Authorized Signatory	Date



STATE OF CONNECTICUT  
Office of Policy and Management

State Funded  
Body-Worn Recording Equipment Grant Program  
(BWRE Grant Program)  
Updated November 30, 2017

Application Submittal Checklist

- Each of these documents must be completed and/or signed as indicated.
- Please convert your completed individual documents to **PDF format**.
- Please attach the individual documents (3 attachments) to one "master" e-mail submittal and send the single e-mail to: [Nichole.Howe@ct.gov](mailto:Nichole.Howe@ct.gov)

Document No.	Description and Signature(s) Required
#1	<b>BWRE Grant Application Guidelines</b> Please read the <u>Grant Application Guidelines</u> document before beginning the application process and filling out or signing any forms.
#2	<b>BWRE Grant Program Application:</b> Please complete the BWRE Grant Program application.  <b>Signature Required:</b> This form must be signed and dated by the university official or city/town official that has the legal authority to accept grant funds on behalf of the city/town or university.
#3	<b>Authorized Signature Form:</b> This form must be signed and dated by the university official or city/town official that has the legal authority to accept grant funds on behalf of the city/town and attested to by the Town Clerk or Corporation/University Counsel.  <b>Signature Required:</b> Chief Elected Official or Town/City Manager or University Official <b>AND</b> Town Clerk or Corporation/University Counsel.
#4	<b>Public Acts 15-4 &amp; 17-225 Compliance Form:</b> This form must be signed and dated by the Police Chief of the law enforcement agency or Municipal Authorized Signatory of the municipality requesting the BWRE grant funds. The signature indicates compliance with Public Acts 15-4 & 17-225 and Connecticut Police Officer Standards and Training Council General Notice 15-05.  <b>Signature Required:</b> Police Chief or Municipal Authorized Signatory

**Body-Worn Recording Equipment Reimbursement Grant Program  
For Local and University Law Enforcement Agencies  
Updated November 30, 2017**

The Office of Policy and Management, as directed by Public Acts 15-4 & 17-225, is announcing the availability of grants-in-aid to municipal law enforcement agencies and state university police forces (special police forces established pursuant to Sec. 10a-156b) for body-worn recording equipment and digital data storage devices or services.

**Reimbursement Grant**

This is a reimbursement grant. **This is NOT an advance payment grant.**

Municipalities taking advantage of this program must procure the necessary body worn cameras and storage devices and/or contracts with locally budgeted funds and submit an application for reimbursement. The reimbursement request must include, among other things, invoices and cancelled checks for those equipment purchases.

**Time Period Covered and Reimbursement Rates**

Reimbursement grants are available within the following parameters:

1. **Time Period #1:** January 1, 2012 through June 30, 2016; 100% reimbursement for equipment; 100% of 1 Year (only) of service contract.
2. **Time Period #2:** July 1, 2016 through June 30, 2017; 100% reimbursement for equipment; 100% of 1 Year (only) of service contract.
3. **Time Period #3:** July 1, 2017 through June 30, 2018; 100% reimbursement for equipment; 0% of 1 Year (only) of service contract. (See Notice in Grant Program Guidelines)
4. **Time Period #4:** July 1, 2018 through June 30, 2019; 50% reimbursement for equipment; 50% of 1 Year (only) of service contract.

**Connecticut Police Officer Standards and Training Council General Notice 15-05**

Acceptance of these funds will require that:

1. The procurement and distribution of any and all Body-Worn Recording Equipment contained in this application is in conformance with all requirements identified in P.A. 15-4 and P.A. 17-225.
2. All appropriate officials of the Municipality or law enforcement agency must review the "Policy - Use of Body Worn Cameras" promulgated by the Connecticut Police Officer Standards and Training Council General Notice 15-05 and agree to abide by the policy directives contained therein.

**For More Information**

For more detailed information regarding this program and the Grant Application, please go to this web page:

<http://www.ct.gov/opm/cwp/view.asp?a=4825&Q=576280&PM=1&opmNav=1>

For additional questions and information about this grant program, please contact:

**Nichole Howe**, Fiscal Administrative Officer  
Criminal Justice Policy and Planning Division  
Phone: 860-418-6443 or Email: [nichole.howe@ct.gov](mailto:nichole.howe@ct.gov)

## Office of Policy and Management

### CJ Body Cameras

#### Body-Worn Recording Equipment (BWRE) Reimbursement Grant Program For Local and University Law Enforcement Agencies Updated - November 30, 2017

The Office of Policy and Management, as directed by Public Act 15-4 and Public Act 17-225, is offering grants-in-aid to municipal law enforcement agencies and state university police forces (special police forces established pursuant to Sec. 10a-156b) for body-worn recording equipment and digital data storage devices or services.

#### Public Act 17-225

Public Act No. 17-225, An Act Concerning Camera And Recording Devices And Equipment Used By Police, adds the following clarifications and eligible components for reimbursement:

1. **ADDS** eligibility for electronic defense weapon recording equipment (e.g., "taser cams") This is **NOT** an electronic defense weapon replacement program.
2. **ADDS** eligibility for any municipality making a first-time purchase of one or more dashboard cameras with a remote audio recorder. This is **NOT** a dashboard camera replacement program.
3. **ADDS** eligibility for body worn recording equipment for constables, police officers or other persons who perform criminal law enforcement duties under the supervision of a resident state trooper serving such municipality, and digital data storage devices or services. (Resident State Troopers will be equipped with body worn recording equipment by DESPP - and **NOT** through this local reimbursement grant program)
4. **EXTENDS** the timeline for 100% reimbursement eligibility to June 30, 2018.
5. **EXTENDS** the timeline for 50% reimbursement eligibility to June 30, 2019.
6. **CLARIFIES** the implementation of the statutory term "sufficient quantity" (it now includes the additional phrase – "as determined by the chief of police")
7. **ALLOWS** for police departments to implement their own body worn recording equipment policy - with the caveat that it will be based upon the guidelines maintained by the Department of Emergency Services and Public Protection and the Police Officer Standards and Training Council.

#### NOTICE

A technical revision is required to correct a missing date reference in Public Act 17-225. The original body camera language in Public Act 15-4 (June Special Session) was amended by Public Act 17-225 (see Substitute House Bill No. 7308; Public Act No. 17-225; An Act Concerning Camera And Recording Devices And Equipment Used By Police.) to extend the date of 100% reimbursement eligibility (1 year - through June 30, 2018) for reimbursement for the purchase of body cameras AND digital storage devices. Under the revised language in Public Act 17-225, the date has NOT been extended to include reimbursement for digital storage devices/services costs. The Office of Policy and Management has submitted a legislative proposal to correct that error.

[Public Act 15-4](#) (PDF Download)

[Public Act 17-225](#) (PDF Download)

#### Application Package

Click here for the [BWRE Application Package](#)

#### Reimbursement Grant

This is a reimbursement grant. **This is NOT an advance payment grant.**

Municipalities taking advantage of this program must procure the necessary body worn cameras and storage devices and/or contracts with locally budgeted funds and submit an application for reimbursement. The reimbursement request must include, among other things, invoices and cancelled checks for those equipment purchases.

### **Federal Funds and Private Contributions**

Any body worn cameras and storage devices and/or contracts procured with **Federal Asset Forfeiture Funds**, Federal grant funds, private contribution or private foundation funds are **NOT** eligible for reimbursement under this program.

### **Time Period Covered and Reimbursement Rates**

Reimbursement grants are available within the following parameters:

1. **Time Period #1:** January 1, 2012 through June 30, 2016; 100% reimbursement for equipment; 100% of 1 Year (only) of service contract.
2. **Time Period #2:** July 1, 2016 through June 30, 2017; 100% reimbursement for equipment; 100% of 1 Year (only) of service contract.
3. **Time Period #3:** July 1, 2017 through June 30, 2018; 100% reimbursement for equipment; 0% (none) of 1 Year (only) of service contract (**pending legislative change**).
4. **Time Period #4:** July 1, 2018 through June 30, 2019; 50% reimbursement for equipment; 50% of 1 Year (only) of service contract.

### **Connecticut Police Officer Standards and Training Council General Notice 15-05**

Acceptance of these funds will require that:

1. The procurement and distribution of any and all Body-Worn Recording Equipment contained in this application is in conformance with all requirements identified in Public Act 15-4 and Public Act 17-225.
2. All appropriate officials of the Municipality or law enforcement agency must review the "Policy - Use of Body Worn Cameras" promulgated by the Connecticut Police Officer Standards and Training Council General Notice 15-05 and agree that their department's body worn recording equipment policy will be based upon the guidelines maintained by the Department of Emergency Services and Public Protection and the Police Officer Standards and Training Council.

<b>Connecticut Police Officer Standards and Training Council</b>	
<b>Documents</b>	<b>Download</b>
<b>General Notice 15-05:</b> "Policy - Use of Body Worn Cameras"	<b><u>General Notice 15-05</u></b>
<b>Minimum Technical Specifications</b>	<b><u>Technical Specifications</u></b>

### **For More Information**

For additional questions and information about this grant program, please contact:





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**CJ Body Cameras**[Printable Version](#)

**Body-Worn Recording Equipment (BWRE) Reimbursement Grant Program For Local and University Law Enforcement Agencies**  
**Updated - November 30, 2017**

The Office of Policy and Management, as directed by Public Act 15-4 and Public Act 17-225, is offering grants-in-aid to municipal law enforcement agencies and state university police forces (special police forces established pursuant to Sec. 10a-156b) for body-worn recording equipment and digital data storage devices or services.

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**NOTICE**

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[Public Act 15-4](#) (PDF Download)[Public Act 17-225](#) (PDF Download)**Application Package**Click here for the [BWRE Application Package](#)**Reimbursement Grant**This is a reimbursement grant. **This is NOT an advance payment grant.**

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Connecticut Police Officer Standards and Training Council	
Documents	Download
<a href="#">General Notice 15-05: "Policy - Use of Body Worn Cameras"</a>	<a href="#">General Notice 15-05</a>
<a href="#">Minimum Technical Specifications</a>	<a href="#">Technical Specifications</a>

#### For More Information

For additional questions and information about this grant program, please contact:

**Nichole Howe**, Fiscal Administrative Officer  
 Criminal Justice Policy and Planning Division  
 Phone: 860-418-6443 or Email: [nichole.howe@ct.gov](mailto:nichole.howe@ct.gov)

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# State of Connecticut

## Police Officer Standards and Training Council Connecticut Police Academy



### **GENERAL NOTICE 15-05**

**To:** Chief Law Enforcement Officers  
Training Officers  
Protective Services  
Resident Troopers

**From:** Thomas E. Flaherty  
Police Academy Administrator

**Date:** November 23, 2015

**Subject:** Council Action – Adoption of the Policy – “Use of Body Worn Cameras”  
Pursuant to Public Act No. 15-4

At a Regular Meeting of the Police Officer Standards and Training Council on November 19, 2015, the Council adopted the attached Policy entitled “Policy – Use of Body Worn Cameras” pursuant to Public Act No. 15-4 which was jointly issued by the Commissioner of Emergency Services and Public Protection and the Police Officer Standards and Training Council “pertaining to the use of body-worn recording equipment, retention of data created by such equipment and methods for safe and secure storage for such data”.

Public Act No. 15-4 requires that “each law enforcement agency and any police officer and any other employee of such an agency who may have access to such data shall adhere to such” policy.

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The POST Council has included with this General Notice, a copy of Public Act No. 15-4.

Section 1 of Public Act No. 15-4 requires among other things that “each police basic or review training program conducted or administered by the Division of State Police within the Department of Emergency Services and Public Protection, the Police Officer Standards and Training Council” or “a municipal police department in the state shall include” “training in the use of body-worn recording equipment and the retention of data created by such equipment”.



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Furthermore, Section 7 (4)(h) of Public Act No. 15-4 provides that “No police officer shall use body-worn recording equipment prior to being trained in accordance with section 1 of this act in the use of such equipment and in the retention of data created by such equipment, except that any police officer using such equipment prior to October 1, 2015, may continue to use such equipment prior to such training. A law enforcement agency shall ensure that each police officer such agency employs receives such training at least annually and is trained on the proper care and maintenance of such equipment.”

This policy can be found at the POST website [www.ct.gov/post](http://www.ct.gov/post).

Questions or comments may be directed to my attention in writing either by e-mail or letter.

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# State of Connecticut

## Police Officer Standards and Training Council

### Connecticut Police Academy



## Policy - Use of Body Worn Cameras

### Department Issued or Approved Body-Worn Cameras

#### A. Purpose

1. The purpose of this policy is to set standards related to the use, management, storage and retrieval of digital multimedia video files stored on or generated from the use of department issued or approved body-worn cameras, including but not limited to:
  - a. Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
  - b. Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
  - c. Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
  - d. Documenting police response to an incident.
  - e. Aiding in the documentation of victim, witness or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful search, when applicable.
2. The purpose of equipping police officers with issued or approved body-worn cameras is to assist in the following:
  - a. **Strengthening police accountability** by documenting incidents and encounters between officers and the public.
  - b. **Resolving officer-involved incidents and complaints** by providing an-objectively independent record of events.
  - c. **Improving agency transparency** by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
  - d. **Identifying and strengthening officer performance** by using footage for officer training and monitoring when appropriate and consistent with the law.



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- e. **Improving evidence documentation** for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

## **B. Policy**

1. All department issued or approved body-worn camera equipment and media associated with the body-worn cameras, data, images, video/audio and metadata captured, recorded, or otherwise produced by the body-worn camera shall not be viewed, copied, released, disclosed, or disseminated in any form or manner outside the parameters of this policy pursuant to the department's FOI policy and practice.
2. This policy does not apply to or limit the use of in-car audio/video recording systems.
3. This policy does not govern the use of surreptitious/covert recordings devices used in undercover operations

## **C. Definitions**

1. **Body-Worn Camera (BWC):** A body-worn camera is an "on-the-body" video and audio recording system worn by a police officer to capture digital multimedia evidence as an additional means of documenting specific incidents in the field in the course and scope of his/her police duties.
2. **Digital Multimedia Video Files (DMVF):** Digital multimedia files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.
3. **Evidence Transfer Management (ETM):** ETM is the transfer of media from the body-worn camera to a secured server or other reliable secured storage source. The method of evidence transfer management for body-worn cameras shall be approved by the Chief of Police.

## **D. Procedures**

1. **Beginning of the shift procedures**
  - a. Issued or approved body-worn cameras shall be used by the police officer while in the performance of his/her scheduled duties.
  - b. Issued or approved body-worn cameras shall be operated in accordance with the manufacturer's recommended guidelines, department training and department policies and procedures.
  - c. Prior to the beginning of each shift, the police officer issued or assigned a body-worn camera shall test and perform an inspection to ensure that the body-worn camera has a properly charged battery and is functioning correctly.

- (1) If problems are encountered with any component of the system, the body-worn camera shall not be used and the police officer shall arrange for repair or replacement through department established procedures. The Police Officer should be immediately provided a replacement BWC, when practicable.
  - (2) Malfunctions, damage, loss or theft of any issued or approved body-worn camera shall be immediately reported by the police officer to the on-duty shift supervisor or other responsible person as designated by the Chief of Police. The Police Officer should be immediately provided a replacement BWC, if practicable.
2. Use and activation of an issued or approved body-worn camera.
  - a. Police officers issued or assigned a body-worn camera shall wear such camera on his/her outmost garment and shall position it above the midline of his/her torso when in use.
  - b. Police officers issued or assigned a body-worn camera shall activate the camera at the inception of the interaction with the public in a law enforcement capacity.
    - (1) For the purposes of this policy, "interacting with the public in a law enforcement capacity," means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation or infraction.
    - (2) In addition, police officers shall record the following:
      - a. Vehicular pursuits;
      - b. Motorist assists;
      - c. The taking of statements from suspects, witnesses and victims;
      - d. The conducting of interviews with suspects, witnesses and victims;
      - e. Transportation and processing of prisoners;
      - f. Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes;
      - g. Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video.

***Note: At no time shall police officers disregard officer safety or the safety of the public for the purpose of activating or utilizing the body-worn camera.***

- c. Once the body-worn camera is activated for the purpose of documenting an interaction with the public in a law enforcement capacity, it should remain activated until the interaction with the public has concluded to ensure the integrity of the recording, except as otherwise provided for by law or by this policy.
  - (1) Additional police officers arriving on a scene that have been issued or assigned a body-worn camera shall also record the interaction with the public, and shall also continue to record until the completion of the incident.
  - (2) For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.
- 3. When an issued or approved body-worn camera is not to be activated or should be deactivated:
  - a. Except as otherwise required by this policy, no police officer shall use body-worn recording equipment to intentionally record:
    - (1) A communication with other law enforcement agency personnel, except as the officer performs his or her duties;
    - (2) An encounter with an undercover officer or informant;
    - (3) When an officer is on break or is otherwise engaged in a personal activity;
    - (4) A person undergoing a medical or psychological evaluation, procedure or treatment;
    - (5) Any person other than a suspect to a crime if an officer is wearing his/her issued or approved body-worn camera in a hospital or other medical facility setting; or
    - (6) In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
    - (7) Any private conversation to which the officer is not a party; or
    - (8) Any telephonic conversation unless specifically authorized by law while in the performance of their official duties.
  - b. Deactivation of a body-worn camera under certain circumstances:
    - (1) Although generally, body-worn cameras should remain activated until the conclusion of an incident, police officers may consider requests to deactivate the body-worn camera should he/she determine that, based upon the circumstances; the investigation could be significantly hampered if the recording were to continue. Whenever possible, police officers should consult

with supervisors before making the decision to deactivate their body-worn camera.

- (2) Whenever possible, a police officer who deactivates the body-worn camera during the course of an event in which this policy otherwise requires recording, shall both record on the camera the reason for the interruption or termination of recording prior to deactivating the body-worn camera, and document such event in his/her report.

#### **4. Malfunction of Body-Worn Camera**

If any malfunctioning or unintentional failure to record in accordance with this policy occurs, the police officer shall document the reason and notify his/her supervisor regarding the lack of recording. Such documentation shall be in a manner determined by the Chief of Police.

#### **5. End of Shift Procedures**

- a. Police Officers shall ensure that all files from an issued or approved body-worn camera are securely downloaded and retained in accordance with section I of this policy, with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.
- b. Officers shall cause the recorded video to be stored, downloaded, transferred or otherwise saved and labeled or cataloged as evidence in the following circumstances:
  - (1) Any incident where an arrest is made or may be made, and/or a search is conducted;
  - (2) An event that captures an officer's reportable use of force in the discharge of his/her official duties;
  - (3) Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.
  - (4) An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.

#### **E. Training**

No police officer shall use an issued or approved body-worn camera prior to being trained in accordance with statutes in the use of the equipment, and in the retention of data created by such equipment, except that any police officer using an issued or approved

body-worn camera prior to October 1, 2015, may continue to do so before undergoing such training. Every police officer must receive training on the proper care and maintenance of the equipment at least annually.

**F. Responsibilities of Supervisory Personnel**

**1. Chief of Police**

- a. The Chief of Police shall designate one or more department members to oversee and administer the storage and management of all digital multimedia video files generated by the use of issued or authorized body-worn cameras.
- b. The Chief of Police may authorize BWC policy that provides additional guidelines and training requirements not mandated by this policy, provided that it does not conflict with state or federal law or the provisions set forth in this policy.
- c. The Chief of Police shall ensure the BWC data collection and storage is purged from the systems operation storage and/or software program in accordance with the State of Connecticut Library Records of Retention schedule and department policy.
- d. The Chief of Police shall ensure that body-worn camera video files that are subject to a preservation request or court order are appropriately catalogued and preserved.
- e. The Chief of Police shall approve the method of evidence transfer management (ETM) from the body-worn camera to a secured storage server, cloud, website or other secured digital media storage.

**2. Supervisors**

- a. Supervisors shall ensure that police officers equipped with issued or approved body-worn cameras are using the camera and audio in accordance with policy and procedures as defined herein.
- b. Supervisors shall periodically inspect issued or approved body-worn camera equipment assigned to police officers to ensure proper operability per testing protocols provided through training and manufacturer's recommendations.
- c. Supervisors or other persons designated by the Chief of Police may periodically review issued or approved body-worn camera recordings of traffic stops and citizen contacts in accordance with this policy as well as reports generated as a result of these incidents to:
  - (1) Ensure body-worn camera equipment is operating properly;
  - (2) Ensure that police officers are utilizing the body-worn cameras appropriately and in accordance with policies and procedures; and

(3) Identify any areas in which additional training policy revisions or guidance is required.

- d. Supervisors shall ensure that all body-worn camera video files are appropriately preserved in accordance with this policy.

**G. Authorized Personnel Access to Uploaded Digital Multimedia Video Files**

1. General access to digital multimedia video files shall be granted to authorized personnel only. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by state and federal statutes, policies and procedures.
  - a. The Chief of Police or his/her designee may review specific body-worn camera digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason.
  - b. A police officer may review a recording from his or her body-worn recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his or her duties.
  - c. If a police officer is giving a formal statement about the use of force, or if an officer is the subject of a disciplinary investigation in which a recording from body-worn recording equipment is being considered as part of a review of an incident, the police officer shall have the right to review such recording in the presence of the officer's attorney or labor representative. Further, such police officer shall have the right to review recordings from other police officers' body-worn recording equipment capturing the police officers' image or voice during the incident under review.
2. Under no circumstances shall any individual with access to body-worn camera media or data files be allowed to use, show, reproduce or release recordings for the purpose of ridicule or embarrassment of any police officer or individual, or for other non-law enforcement related purposes. This includes disclosure of any portion of a body-worn camera video file to a media organization unless such disclosure has been approved by the Chief of Police or his/her designee.
3. Digital multimedia video files may be reviewed by individuals other than the recording police officer in any of the following situations:
  - a. By a department member investigating or adjudicating a complaint regarding a specific act of officer conduct;
  - b. By technical support staff for purposes of assessing proper functioning of body cameras;



- c. By the Internal Affairs Unit or other Unit or person(s) designated by the Chief of Police, when participating in an official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct;
- d. By a sworn law enforcement officer who is participating in a criminal investigation;
- e. By the Municipality's legal representative;
- g. Law enforcement personnel may review a recording from their own issued or assigned body-worn recording equipment in order to assist such officer in providing a statement as a witness to events which are the subject of a department internal administrative inquiry, including officer shooting investigations;
- h. By representatives of the Division of Criminal Justice, Municipal Attorneys, Office of the Attorney General, retained counsel and other representatives authorized by the municipality, such as municipal insurance carriers, in the course of their official duties; or
- i. By other department personnel as authorized by the Chief of Police or his/her designee.

#### **H. Releasing or Duplicating Body-Worn Camera Recordings**

##### **1. Releasing Body-Worn Camera Digital Multimedia Video Files**

Processing Freedom of Information Act (FOIA) requests:

All FOIA requests for body-worn camera digital multimedia video files shall be processed through the office of the Chief of Police or his/her designee.

##### **2. Duplicating Body-Worn Camera Digital Multimedia Video Files**

- a. When a police officer who is required to produce a digital multimedia video file pursuant to a subpoena or other court order, the Chief of Police or other designee shall arrange, prior to the date of the court appearance, for a copy of the required portion of the original video file to be duplicated.
- b. The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.

## **I. Storage and Retention**

1. Digital multimedia video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website or other approved secure storage media, authorized by the Chief of Police.
2. All digital multimedia video files shall be securely stored in accordance with state record retention laws and Department policy.
  - a. Digital multimedia video files not reproduced for evidentiary purposes or otherwise required to be preserved in accordance with this policy shall be maintained for a period of a minimum of ninety (90) days.
  - b. Digital multimedia video files shall be preserved while a case remains open and under investigation, or while criminal or civil proceedings are ongoing or reasonably anticipated, or in accordance with the State Records of Retention schedule, whichever is greater.
  - c. All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained for a minimum of four (4) years.
  - d. Digital multimedia video files shall be preserved in accordance with any specific request by representatives of the Division of Criminal Justice, Municipal Attorney, Officer of the Attorney General, retained counsel and other authorized claims representatives in the course of their official duties.
  - e. Digital multimedia video files shall be preserved in response to oral, electronic or written preservation requests from any member of the public where such requests indicate that litigation may be reasonably anticipated.
    - (1) All such preservation requests shall promptly be brought to the attention of the recipient's supervisor and the Municipal Attorney's office.

**House Bill No. 7103****June Special Session, Public Act No. 15-4****AN ACT CONCERNING EXCESSIVE USE OF FORCE.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective October 1, 2015*) Each police basic or review training program conducted or administered by the Division of State Police within the Department of Emergency Services and Public Protection, the Police Officer Standards and Training Council established under section 7-294b of the general statutes or a municipal police department in the state shall include tactical training for police officers regarding the use of physical force, training in the use of body-worn recording equipment and the retention of data created by such equipment, and cultural competency and sensitivity and bias-free policing training.

Sec. 2. (NEW) (*Effective October 1, 2015*) Not later than January 1, 2016, each law enforcement unit, as defined in section 7-294a of the general statutes, shall develop and implement guidelines for the recruitment, retention and promotion of minority police officers, as defined in section 7-294a of the general statutes. Such guidelines shall promote achieving the goal of racial, gender and ethnic diversity within the law enforcement unit.

Sec. 3. (NEW) (*Effective October 1, 2015*) If a law enforcement unit serves a community with a relatively high concentration of minority residents, the unit shall make efforts to recruit, retain and promote minority police officers so that the racial and ethnic diversity of such unit is representative of such community. Such efforts may include, but are not limited to: (1) Efforts to attract young persons from the community such unit serves to careers in law enforcement through enrollment and participation in police athletic leagues in which police officers support young persons of the community through mentoring, sports, education and by fostering a positive relationship between such persons and police officers, the implementation of explorer programs and cadet units and support for public safety academies; (2) community outreach; and (3) implementation of policies providing that when there is a vacant position in such unit, such position shall be filled by hiring or promoting a minority candidate when the qualifications of such candidate exceed or are equal to that of any other candidate or candidates being considered for such position when such candidates are ranked on a promotion or examination register or list. For purposes of this section, "minority" means an individual whose race is defined as other than white, or whose ethnicity is defined as Hispanic or Latino by the federal Office of Management and Budget for use by the Bureau of Census of

the United States Department of Commerce.

Sec. 4. Section 51-277a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2015*):

(a) Whenever a peace officer, in the performance of ~~[his]~~ such officer's duties, uses ~~[deadly]~~ physical force upon another person and such person dies as a result thereof, the Division of Criminal Justice shall cause an investigation to be made and shall have the responsibility of determining whether the use of ~~[deadly]~~ physical force by the peace officer was appropriate under section 53a-22. The division shall request the appropriate law enforcement agency to provide such assistance as is necessary to determine the circumstances of the incident.

(b) In causing such an investigation to be made, the Chief State's Attorney ~~[may,]~~ shall, (1) as provided in section 51-281, designate a prosecutorial official from a judicial district other than the judicial district in which the incident occurred to conduct the investigation, or ~~[may,]~~ (2) as provided in subsection (a) of section 51-285, appoint a special assistant state's attorney or special deputy assistant state's attorney to conduct the investigation. ~~[If the Chief State's Attorney designates a prosecutorial official from another judicial district or appoints a special prosecutor to conduct the investigation, the]~~ The Chief State's Attorney shall, upon the request of such prosecutorial official or special prosecutor, appoint a special inspector or special inspectors to assist in such investigation. ~~[Any person may make a written request to the Chief State's Attorney or the Criminal Justice Commission requesting that the Chief State's Attorney so designate a prosecutorial official from another judicial district or appoint a special prosecutor to conduct the investigation. ]~~

(c) Upon the conclusion of the investigation of the incident, the division shall file a report with the Chief State's Attorney which shall contain the following: (1) The circumstances of the incident, (2) a determination of whether the use of ~~[deadly]~~ physical force by the peace officer was appropriate under section 53a-22, and (3) any future action to be taken by the Division of Criminal Justice as a result of the incident. The Chief State's Attorney shall provide a copy of the report to the chief executive officer of the municipality in which the incident occurred and to the Commissioner of Emergency Services and Public Protection or the chief of police of such municipality, as the case may be.

Sec. 5. (NEW) (*Effective October 1, 2015*) Each law enforcement unit, as defined in section 7-294a of the general statutes, shall create and maintain a record detailing any incident during which a police officer, as defined in section 7-294a of the general statutes, (1) uses physical force that is likely to cause serious physical injury, as defined in section 53a-3 of the general statutes, to another person or the death of another person, including, but not limited to, striking another person with an open or closed hand, club or baton, kicking another person or using pepper spray or an electroshock weapon on another person, or (2) discharges a firearm, except during a training exercise or in the course of dispatching an animal. Such record shall include, but not be limited to: The name of the police officer, the time and place of the incident, a description of what occurred during the incident and, to the extent known, the names of the victims and witnesses present at such incident.

Sec. 6. (NEW) (*Effective October 1, 2015*) (a) No law enforcement unit, as defined in section 7-294a of the general statutes, shall hire any person as a police officer, as defined in said section 7-294a, who was previously employed as a police officer by such unit or in any other jurisdiction and who (1) was dismissed for malfeasance or other serious misconduct calling into question such person's fitness to serve as a police officer; or (2) resigned or retired from such officer's position while under investigation for such malfeasance or other serious misconduct.

(b) Any law enforcement unit that has knowledge that any former police officer of such unit who (1) (A) was dismissed for malfeasance or other serious misconduct, or (B) resigned or retired from such officer's position while under investigation for such malfeasance or other serious misconduct; and (2) is an applicant for the position of police officer with any other law enforcement unit, shall inform such other unit of such dismissal, resignation or retirement.

(c) The provisions of this section shall not apply to any police officer who is exonerated of each allegation against such officer of such malfeasance or other serious misconduct.

(d) For purposes of this section, (1) "malfeasance" means the commonly approved usage of "malfeasance"; and (2) "serious misconduct" means improper or illegal actions taken by a police officer in connection with such officer's official duties that could result in a miscarriage of justice or discrimination, including, but not limited to, (A) a conviction of a felony, (B) fabrication of evidence, (C) repeated use of excessive force, (D) acceptance of a bribe, or (E) the commission of fraud.

Sec. 7. (NEW) (*Effective from passage*) (a) For purposes of this section and section 8 of this act:

(1) "Law enforcement agency" means the Division of State Police within the Department of Emergency Services and Public Protection, the special police forces established pursuant to section 10a-156b of the general statutes and any municipal police department that supplies any of its sworn members with body-worn recording equipment;

(2) "Police officer" means a sworn member of a law enforcement agency who wears body-worn recording equipment;

(3) "Body-worn recording equipment" means an electronic recording device that is capable of recording audio and video; and

(4) "Digital data storage device or service" means a device or service that retains the data from the recordings made by body-worn recording equipment using computer data storage.

(b) The Commissioner of Emergency Services and Public Protection and the Police Officer Standards and Training Council shall jointly evaluate and approve the minimal technical specifications of body-worn recording equipment that may be worn by police officers pursuant to this section and digital data storage devices or services that may be used by a law enforcement agency to retain the data from the recordings made by such equipment. Not later than January 1, 2016, the commissioner and council shall make such minimal technical

specifications available to each law enforcement agency in a manner determined by the commissioner and council. The commissioner and council may revise the minimal technical specifications when the commissioner and council determine that revisions to such specifications are necessary.

(c) (1) On and after July 1, 2016, each sworn member of (A) the Division of State Police within the Department of Emergency Services and Public Protection, (B) the special police forces established pursuant to section 10a-156b of the general statutes, (C) any municipal police department for a municipality that is a recipient of grant-in-aid as reimbursement for body-worn recording equipment pursuant to subparagraph (A) or (C) of subdivision (1) of subsection (b) of section 8 of this act or subdivision (2) of said subsection (b), and (D) any municipal police department for any other municipality that is a recipient of grant-in-aid as reimbursement for body-worn recording equipment pursuant to subparagraph (B) of subdivision (1) of said subsection (b) if such sworn member is supplied with such body-worn recording equipment, shall use body-worn recording equipment while interacting with the public in such sworn member's law enforcement capacity, except as provided in subsections (g) and (j) of this section.

(2) Any sworn member of a municipal police department, other than those described in subdivision (1) of this subsection, may use body-worn recording equipment as directed by such department, provided the use of such equipment and treatment of data created by such equipment shall be in accordance with the provisions of subdivisions (3) and (4) of this subsection, and subsections (d) to (j), inclusive, of this section.

(3) Each police officer shall wear body-worn recording equipment on such officer's outer-most garment and shall position such equipment above the midline of such officer's torso when using such equipment.

(4) Body-worn recording equipment used pursuant to this section shall conform to the minimal technical specifications approved pursuant to subsection (b) of this section, except that a police officer may use body-worn recording equipment that does not conform to the minimal technical specifications approved pursuant to subsection (b) of this section, if such equipment was purchased prior to January 1, 2016, by the law enforcement agency employing such officer.

(d) Except as required by state or federal law, no person employed by a law enforcement agency shall edit, erase, copy, share or otherwise alter or distribute in any manner any recording made by body-worn recording equipment or the data from such recording.

(e) A police officer may review a recording from his or her body-worn recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his or her duties.

(f) If a police officer is giving a formal statement about the use of force or if a police officer is the subject of a disciplinary investigation in which a recording from body-worn recording equipment is being considered as part of a review of an incident, the officer shall (1) have the

right to review such recording in the presence of the officer's attorney or labor representative, and (2) have the right to review recordings from other body-worn recording equipment capturing the officer's image or voice during the incident.

(g) Except as otherwise provided by any agreement between a law enforcement agency and the federal government, no police officer shall use body-worn recording equipment to intentionally record (1) a communication with other law enforcement agency personnel, except that which may be recorded as the officer performs his or her duties, (2) an encounter with an undercover officer or informant, (3) when an officer is on break or is otherwise engaged in a personal activity, (4) a person undergoing a medical or psychological evaluation, procedure or treatment, (5) any person other than a suspect to a crime if an officer is wearing such equipment in a hospital or other medical facility setting, or (6) in a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility. No record created using body-worn recording equipment of an occurrence or situation described in subdivisions (1) to (6), inclusive, of this subsection shall be deemed a public record for purposes of section 1-210 of the general statutes. No record created by a police officer using body-worn recording equipment of (A) the scene of an incident that involves a victim of domestic or sexual abuse, or (B) a victim of homicide or suicide or a deceased victim of an accident, shall be subject to disclosure under the provisions of section 1-210 of the general statutes to the extent that disclosure of such record could reasonably be expected to constitute an unwarranted invasion of personal privacy.

(h) No police officer shall use body-worn recording equipment prior to being trained in accordance with section 1 of this act in the use of such equipment and in the retention of data created by such equipment, except that any police officer using such equipment prior to October 1, 2015, may continue to use such equipment prior to such training. A law enforcement agency shall ensure that each police officer such agency employs receives such training at least annually and is trained on the proper care and maintenance of such equipment.

(i) If a police officer is aware that any body-worn recording equipment is lost, damaged or malfunctioning, such officer shall inform such officer's supervisor as soon as is practicable. Upon receiving such information, the supervisor shall ensure that the equipment is inspected and repaired or replaced, as necessary. Each police officer shall inspect and test body-worn recording equipment prior to each shift to verify proper functioning, and shall notify such officer's supervisor of any problems with such equipment.

(j) Not later than January 1, 2016, the Commissioner of Emergency Services and Public Protection and the Police Officer Standards and Training Council shall jointly issue guidelines pertaining to the use of body-worn recording equipment, retention of data created by such equipment and methods for safe and secure storage of such data. Each law enforcement agency and any police officer and any other employee of such agency who may have access to such data shall adhere to such guidelines. The commissioner and council may update and reissue such guidelines, as the commissioner and council determine necessary. The commissioner and council shall, upon issuance of such guidelines or any update to such guidelines, submit such guidelines in accordance with the provisions of section 11-4a of the



general statutes to the joint standing committees of the General Assembly having cognizance of matters relating to the judiciary and public safety.

Sec. 8. (NEW) (*Effective January 1, 2016*) (a) The Office of Policy and Management shall, within available resources, administer a grant program to provide grants-in-aid to reimburse each municipality for the costs associated with the purchase by such municipality of body-worn recording equipment for use by the sworn members of such municipality's police department and digital data storage devices or services, provided such equipment and device or service conforms to the minimal technical specifications approved pursuant to subsection (b) of section 7 of this act. Any such municipality may apply for such grants-in-aid to the Secretary of the Office of Policy and Management in such manner as prescribed by said secretary. Such grants-in-aid shall be distributed as provided in subsection (b) of this section.

(b) (1) (A) Any municipality that purchased such body-worn recording equipment and digital data storage devices or services during the fiscal year ending June 30, 2017, shall be reimbursed for up to one hundred per cent of the costs associated with such purchases, provided the costs of such digital data storage services shall not be reimbursed for a period of service that is longer than one year, and provided further that such body-worn recording equipment is purchased in sufficient quantity to ensure that each sworn member of such municipality's police department is supplied with such equipment while interacting with the public in such sworn member's law enforcement capacity.

(B) Any municipality that purchased such body-worn recording equipment or digital data storage devices or services on or after January 1, 2012, but prior to July 1, 2016, shall be reimbursed for costs associated with such purchases, but not in an amount to exceed the amount of grant-in-aid such municipality would have received under subparagraph (A) of this subdivision if such purchases had been made in accordance with said subparagraph (A).

(C) Any municipality that was reimbursed under subparagraph (B) of this subdivision for body-worn recording equipment and that purchased additional body-worn recording equipment during the fiscal year ending June 30, 2017, shall be reimbursed for up to one hundred per cent of the costs associated with such purchases, provided such equipment is purchased in sufficient quantity to ensure that each sworn member of such municipality's police department is supplied with such equipment while interacting with the public in such sworn member's law enforcement capacity.

(2) Any municipality that was not reimbursed under subdivision (1) of this subsection and that purchased such body-worn recording equipment and digital data storage devices or services during the fiscal year ending June 30, 2018, shall be reimbursed for up to fifty per cent of the costs associated with such purchases, provided the costs of such digital data storage services shall not be reimbursed for a period of service that is longer than one year.

Sec. 9. (NEW) (*Effective October 1, 2015*) (a) For the purposes of this section, "peace officer" has the same meaning as provided in section 53a-3 of the general statutes, except "peace officer" does not include a special agent of the federal government or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut.



(b) An employer of a peace officer who interferes with any person taking a photographic or digital still or video image of such peace officer or another peace officer acting in the performance of such peace officer's duties shall be liable to such person in an action at law, suit in equity or other proper proceeding for redress.

(c) An employer of a peace officer shall not be liable under subsection (b) of this section if the peace officer had reasonable grounds to believe that the peace officer was interfering with the taking of such image in order to (1) lawfully enforce a criminal law of this state or a municipal ordinance, (2) protect the public safety, (3) preserve the integrity of a crime scene or criminal investigation, (4) safeguard the privacy interests of any person, including a victim of a crime, or (5) lawfully enforce court rules and policies of the Judicial Branch with respect to taking a photograph, videotaping or otherwise recording an image in facilities of the Judicial Branch.

Approved July 6, 2015



**Substitute House Bill No. 7308**

**Public Act No. 17-225**

**AN ACT CONCERNING CAMERA AND RECORDING DEVICES AND EQUIPMENT USED BY POLICE.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (*Effective from passage*) (a) There is established a task force to examine the use of body-worn recording equipment by state and municipal police in accordance with section 29-6d of the general statutes, as amended by this act. Such task force shall examine (1) whether such statute should be expanded or otherwise amended, including, but not limited to, a consideration of whether such statute or any other statute should address the use of electronic defense weapon recording equipment, as defined in section 7-277b of the general statutes, as amended by this act, (2) training associated with the use of such equipment, and (3) data storage and freedom of information issues associated with the data created by the use of such equipment.

(b) The task force shall consist of (1) the following members or their designees: (A) The chairpersons and ranking members of the joint standing committees of the General Assembly having cognizance of matters relating to the judiciary and public safety, (B) the Chief State's Attorney, (C) the Chief Public Defender, and (D) the chairperson of the Freedom of Information Commission; (2) (A) an active or retired judge appointed by the Chief Justice of the Supreme Court, (B) a municipal police chief appointed by the president of the Connecticut Police Chiefs Association, (C) a representative of the Police Officer Standards and Training Council, (D) a representative of the State Police Training School appointed by the Commissioner of Emergency Services and Public Protection, and (E) a representative of the criminal defense bar appointed by the president of the Connecticut Criminal Defense Lawyers Association; (3) six public members, appointed one each by the president pro tempore of the Senate, the speaker of the House of Representatives, the Senate Republican president pro tempore, the majority leader of the Senate, the majority leader of the House of Representatives and the minority leader of the House of Representatives; and (4) four sworn police officers, (A) one of whom is a member of the Connecticut State Police Union, appointed by the president pro tempore of the Senate, (B) one of whom is a member of a municipal police department that serves a municipality with seventy-five thousand residents or more, appointed by the speaker of the House of Representatives, (C) one of whom who is female, appointed by the Senate Republican president pro tempore, and (D) one of whom is a member of a municipal police department that serves a municipality with less than seventy-five thousand residents, appointed by the minority leader of the House of Representatives.

(c) Not later than February 1, 2018, the task force established pursuant to subsection (a) of this section, shall report its findings and any recommendations for legislation to the joint standing committees of the General

Assembly **having** cognizance of matters relating to the judiciary and public safety, in accordance with section 11-4a of the general statutes. The task force shall terminate on the date that it submits such report or February 1, 2018, **whichever is later**.

Sec. 2. Section 7-277b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(a) The Office of Policy and Management shall, within available resources, administer a grant program to provide grants-in-aid to reimburse **(1) each municipality for the costs associated with the purchase by such municipality of body-worn recording equipment, electronic defense weapon recording equipment for use by the sworn members of such municipality's police department or for use by constables, police officers or other persons who perform criminal law enforcement duties under the supervision of a resident state trooper serving such municipality, and digital data storage devices or services, provided such equipment and device or service conforms to the minimal technical specifications approved pursuant to subsection (b) of section 29-6d, if applicable, and (2) any municipality making a first-time purchase of one or more dashboard cameras with a remote recorder.** Any such municipality may apply for such grants-in-aid to the Secretary of the Office of Policy and Management in such manner as prescribed by said secretary. Such grants-in-aid **shall be distributed as provided in subsection (b) of this section.**

(b) (1) (A) Any municipality that purchased such body-worn recording equipment or electronic defense weapon recording equipment or made a first-time purchase of one or more dashboard cameras with a remote recorder during the fiscal years ending June 30, 2017, and June 30, 2018, and digital data storage devices or services during the fiscal year ending June 30, 2017, shall, within available resources, be reimbursed for up to one hundred per cent of the costs associated with such purchases, provided the costs of such digital data storage services shall not be reimbursed for a period of service that is longer than one year, and provided further that in the case of reimbursement for costs associated with the purchase of body-worn recording equipment, such body-worn recording equipment is purchased in sufficient quantity, as determined by the chief of police in the case of a municipality with an organized police department or, where there is no chief of police, the warden of the borough or the first selectman of the municipality, as the case may be, to ensure that [each sworn member] sworn members of such municipality's police department [is] or constables, police officers or other persons who perform criminal law enforcement duties under the supervision of a resident state trooper serving such municipality are supplied with such equipment while interacting with the public in such sworn [member's] members', such constables', such police officers' or such persons' law enforcement capacity.

(B) Any municipality that purchased such body-worn recording equipment or digital data storage devices or services on or after January 1, 2012, but prior to July 1, 2016, shall be reimbursed for costs associated with such purchases, but not in an amount to exceed the amount of grant-in-aid such municipality would have received under subparagraph (A) of this subdivision if such purchases had been made in accordance with said subparagraph (A).

(C) Any municipality that was reimbursed under subparagraph (B) of this subdivision for body-worn recording equipment and that purchased additional body-worn recording equipment during the fiscal **[year] years** ending June 30, 2017, and June 30, 2018, shall, within available resources, be reimbursed for up to one hundred per cent of the costs associated with such purchases, provided such equipment is purchased in sufficient quantity, as determined by the chief of police in the case of a municipality with an organized police department or, where there is no chief of police, the warden of the borough or the first selectman of



the municipality, as the case may be, to ensure that [each sworn member] sworn members of such municipality's police department [is] or constables or other persons who perform criminal law enforcement duties under the supervision of a resident state trooper serving such municipality are supplied with such equipment while interacting with the public in such sworn [member's] members', such constables', such police officers' or such persons' law enforcement capacity.

(2) Any municipality that was not reimbursed under subdivision (1) of this subsection and that purchased such body-worn recording equipment **[and]** or electronic defense weapon recording equipment, digital data storage devices or services or for a first-time purchase of one or more dashboard cameras with a remote recorder during the fiscal year ending June 30, **[2018]** 2019, shall, within available resources, be reimbursed for up to fifty per cent of the costs associated with such purchases, provided the costs of such digital data storage services shall not be reimbursed for a period of service that is longer than one year.

(c) For the purposes of this section, "electronic defense weapon recording equipment" means an electronic defense weapon that is equipped with electronic audio and visual recording equipment, "electronic defense weapon" has the same meaning as provided in section 53a-3, "dashboard camera with a remote recorder" means a camera that affixes to a dashboard or windshield of a police vehicle that electronically records video of the view through the vehicle's windshield and has an electronic audio recorder that may be operated remotely.

Sec. 3. Subsection (c) of section 29-6d of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2017*):

(c) (1) On and after July 1, 2016, each sworn member of (A) the Division of State Police within the Department of Emergency Services and Public Protection, (B) the special police forces established pursuant to section 10a-156b, (C) any municipal police department for a municipality that is a recipient of grant-in-aid as reimbursement for body-worn recording equipment pursuant to subparagraph (A) or (C) of subdivision (1) of subsection (b) of section 7-277b, as amended by this act, or subdivision (2) of said subsection (b), and (D) any municipal police department for any other municipality that is a recipient of grant-in-aid as reimbursement for body-worn recording equipment pursuant to subparagraph (B) of subdivision (1) of said subsection (b) if such sworn member is supplied with such body-worn recording equipment, shall use body-worn recording equipment while interacting with the public in such sworn member's law enforcement capacity, except as provided in **[subsections (g) and (j)] subsection (g)** of this section, or in the case of a municipal police department, in accordance with the department's policy, if adopted by the department and based on guidelines maintained pursuant to subsection (j) of this section, concerning the use of body-worn recording equipment.

(2) Any sworn member of a municipal police department, other than those described in subdivision (1) of this subsection, may use body-worn recording equipment as directed by such department, provided the use of such equipment and treatment of data created by such equipment shall be in accordance with the provisions of subdivisions (3) and (4) of this subsection, and subsections (d) to (j), inclusive, of this section.

(3) Each police officer shall wear body-worn recording equipment on such officer's outer-most garment and shall position such equipment above the midline of such officer's torso when using such equipment.

(4) Body-worn recording equipment used pursuant to this section shall conform to the minimal technical specifications approved pursuant to subsection (b) of this section, except that a police officer may use body-worn recording equipment that does not conform to the minimal technical specifications approved pursuant

to subsection (b) of this section, if such equipment was purchased prior to January 1, 2016, by the law enforcement agency employing such officer.

Sec. 4. Subsection (j) of section 29-6d of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2017*):

(j) [Not later than January 1, 2016, the] ~~The~~ Commissioner of Emergency Services and Public Protection and the Police Officer Standards and Training Council shall jointly ~~[issue]~~ maintain guidelines pertaining to the use of body-worn recording equipment, retention of data created by such equipment and methods for safe and secure storage of such data. Each law enforcement agency and any police officer and any other employee of such agency who may have access to such data shall adhere to such guidelines. The commissioner and council may update and reissue such guidelines, as the commissioner and council determine necessary. The commissioner and council shall, upon issuance of such guidelines or any update to such guidelines, submit such guidelines in accordance with the provisions of section 11-4a to the joint standing committees of the General Assembly having cognizance of matters relating to the judiciary and public safety.

**FY18 TRANSFERS FROM CONTINGENCY (2010-58010) TO VARIOUS DEPARTMENTS FOR OPEN CONTRACTS (THEA AND POLICE) AND  
RECENTLY SETTLED DPW CONTRACT**

<u>Department</u>		<u>THEA</u>		<u>DPW</u>		<u>POLICE</u>		<u>TOTAL</u>	
		<u>to 51010</u>	<u>to 52200</u>	<u>to 51010</u>	<u>to 52200</u>	<u>to 51010</u>	<u>to 52200</u>	<u>to 51010</u>	<u>to 52200</u>
101	First Selectman's Office	1,505	125	0	0	0	0	1,505	125
103	Town clerk	6,465	536	0	0	0	0	6,465	536
107	Registrar of Voters	1,269	105	0	0	0	0	1,269	105
111	Town Planning and Zoning	4,386	363	0	0	0	0	4,386	363
123	Conservation	2,618	217	15,672	1,298	0	0	18,291	1,515
133	Human Resources	1,455	121	0	0	0	0	1,455	121
135	Community and Economic Dev	825	68	0	0	0	0	825	68
301	Finance	5,493	455	0	0	0	0	5,493	455
303	Purchasing	2,642	219	0	0	0	0	2,642	219
305	Assessor	6,520	540	0	0	0	0	6,520	540
309	Tax Collector	5,583	462	0	0	0	0	5,583	462
401	Fire	2,215	184	0	0	0	0	2,215	184
403	Police	6,318	523	5,907	489	236,011	19,550	248,235	20,563
405	Animal Control	2,503	207	0	0	0	0	2,503	207
411	Emergency Management	431	36	0	0	0	0	431	36
501	Public Works Administration	1,340	111	0	0	0	0	1,340	111
502	Public Works Operations	3,877	321	344,953	28,575	0	0	348,831	28,896
505	Building	9,288	769	0	0	0	0	9,288	769
507	Engineering	5,567	461	0	0	0	0	5,567	461
601	Health	9,921	822	0	0	0	0	9,921	822
605	Human and Social Services	1,100	91	0	0	0	0	1,100	91
607	Solid Waste and Recycling	1,302	108	0	0	0	0	1,302	108
701	Library - Main	19,741	1,635	0	0	0	0	19,741	1,635
702	Library - FW	9,654	800	0	0	0	0	9,654	800
705	Parks and Recreation	5,502	456	0	0	0	0	5,502	456
711	Carl J. Dickman GC	0	0	6,623	549	0	0	6,623	549
713	H. Smith Richardson GC	0	0	16,183	1,341	0	0	16,183	1,341
<b>Total</b>		<b>117,523</b>	<b>9,735</b>	<b>389,339</b>	<b>32,252</b>	<b>236,011</b>	<b>19,550</b>	<b>742,873</b>	<b>61,537</b>

**FY18 TRANSFERS FROM WPCA CONTINGENCY (5040-58010) TO 5040 LINE ITEMS  
FOR OPEN CONTRACTS (THEA) AND RECENTLY SETTLED DPW CONTRACT**

<u>Department</u>		<u>THEA</u>		<u>DPW</u>		<u>POLICE</u>		<u>TOTAL</u>	
		<u>to 51010</u>	<u>to 52200</u>	<u>to 51010</u>	<u>to 52200</u>	<u>to 51010</u>	<u>to 52200</u>	<u>to 51010</u>	<u>to 52200</u>
504	WPCA	4,928	408	67,953	5,629	0	0	<b>72,881</b>	<b>6,037</b>