

Anita Guerra

From: Anita Guerra
Sent: Tuesday, May 12, 2015 2:15 PM
To: Wayo Ruiz; Martin Cuellar; Federico Garza; Juan J. Rendon; Alejandro I. Gutierrez; Joe A. Lopez
Subject: RE: Body Worn Cameras - Potential Grant from DOJ
Attachments: FY 2015 Body Worn Cameras Solicitation.pdf

Importance: High

Follow Up Flag: Follow up
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| Tracking: | Recipient | Delivery | Read |
|-----------|------------------------|------------------------------|--------------------------|
| | Wayo Ruiz | Delivered: 5/12/2015 2:16 PM | Read: 5/13/2015 2:45 AM |
| | Martin Cuellar | Delivered: 5/12/2015 2:16 PM | Read: 5/12/2015 2:16 PM |
| | Federico Garza | Delivered: 5/12/2015 2:16 PM | |
| | Juan J. Rendon | Delivered: 5/12/2015 2:16 PM | Read: 5/13/2015 11:07 AM |
| | Alejandro I. Gutierrez | Delivered: 5/12/2015 2:16 PM | Read: 5/12/2015 2:16 PM |
| | Joe A. Lopez | Delivered: 5/12/2015 2:16 PM | |

Command Staff,

Hope you all are having a great National Police Week.

For your information, please see below brief outline of information regarding this opportunity and a few questions I would request input. Also, for your convenience, the entire solicitation is attached to this e-mail. Have a wonderful rest of the day!

- How many cameras would you like to apply for? Currently, it is estimated that we would require 63 body worn cameras for all law enforcement encounters, not including non-patrol operations/divisions. **63 x \$1,500=\$94,500 and a \$94,500 match** (cash or in-kind).
- Will the training be providing by our training staff? This could serve as in-kind match, but they would have to commit this time during their regular working hours to fulfill/document these training requirements during their regular working hours.
- Is there anyone in particular you would like for me to contact at the DA's Office and the County Attorney's Office?

The **FY 2015 Body Worn Cameras** grant opportunity:

- Requires **50% match** (cash or in-kind). Page 4, P. 15
- **DOJ expects** to have **ongoing substantial involvement in award activities, including direct oversight and involvement** with the Webb County Sheriff's Office in **grant implementation**. P. 14
- Maximum requested funds **per camera** is equal to **\$1,500** (including camera, storage, software, licenses, services, policy development, training, etc.). Page 7.
- Grant **will not fund less than 25** body worn cameras (BWC); **patrol only** (all shifts) equals to **30** body worn cameras. Page 7.
- If it is determined by command staff, the DA's Office, and/or DOJ that we will need to include **other divisions**...Civil/Warrants, Jail, Criminal Investigations, Courthouse Security, especially in reference to law enforcement interactions by other division personnel during **overtime operations**...then we would need to

include more BWC. For **overtime operations only**, this will bring up the total to an estimated **63 BWC (30 patrol, 13 LBSP, 20 OPSG)**.

- Requires **District Attorney's Office prosecutors' significant demonstrated involvement/direct role in (1) establishing relevant policy, (2) body worn camera system selection and (3) retention specifications** and includes a **written, signed MOU**; P. 9, P. 25
- Needs signed **MOU from citizen rights groups, legal aid attorneys, defense attorneys, the local union, courts, County Attorney, District Attorney's Office**. P. 5, P. 11, P. 25, P. 31.
- Must formulate a **communication strategy** for engaging with **privacy and civil liberty advocacy groups**. P. 5.
- Significant **training requirements**. P. 5, P. 11.
- Must address **future budget** set asides for the **storage of video/audio for non-evidentiary and evidentiary video footage**. P. 32
- Must address significant **new written policies and procedures**, including outlining specifically when/what types of law enforcement interactions should be recorded, retention times for both evidentiary and non-evidentiary video storage. P. 31-32.
 - Determining when to record (should expressly describe when to record and requiring officers to document either on camera or in writing the fact that they did not record and their reasons for not recording).
 - Most agencies require officers to record all calls for service and law enforcement-related encounters and activities and to deactivate the camera only at the conclusion of the event or with supervisor approval. It is essential to **clearly define what constitutes a law enforcement-related encounter or activity in the department's written body-worn camera policy**.
 - It is also useful to provide a list of specific activities that are included, noting that the list is not necessarily all inclusive. Many agencies give a general recommendation to officers that when they are in doubt, they should record.
 - Data Storage, retention, & disclosure
 - Consult with prosecutors and legal advisors
 - Explicitly prohibit data tampering, editing, and copying.
 - Include protections against tampering with the data prior to downloading.
 - Create an auditing system.
 - Explicitly state who will be authorized to access data.
 - Ensure there is a reliable back-up system.
 - Specify when videos will be downloaded from the camera to the storage system and who will download them.
 - Consider third-party vendors carefully.
 - Data retention policies
 - Public disclosure policies
- Must include an evaluation component. P. 32
- Must address the **18 core operating characteristics** (below) in the procurement of BWC technology (Pages 9-11):

| Operating Characteristic | | Functionality Description |
|---------------------------------|------------------|---|
| 1 | Recording Format | Video and audio to record and export in a standard, open including both Codec and Container, such that it can be r software (e.g., VLC player) without processing or convers should be used for interoperability. Examples include MP. can only be viewed within manufacturer-specific replay sc |
| | | VGA, HD 720P, and 1080 HD are predominant standard resolution, the more storage is needed. Estimates below H.264 compression with medium to high motion at 30 fra derived using a heuristic formula widely used in industry. dependent on scene complexity and the motion of the vid what sort of analysis may be conducted on the video befc |

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|----|---|---|---|
| 2 | Video Resolution | VGA (640 x 480) | 1 |
| | | HD 720P (1280 x 720) | 1 |
| | | 1080 HD (1920 x 1088) | 3 |
| 3 | Video Encoding/ Compression | Use of the lowest possible amount of compression information available to law enforcement. Considerations should be conducted on the video before selecting video encoding. Options include MPEG-4, H.264, and H.265. H.264 is an advanced video compression. H.265 is a new standard which further reduces compression. | |
| 4 | Frame Rate | 30 frames per second (fps) is a standard video frame rate. Higher frame rates capture more motion detail but require increased storage. Lower fps suffer from increased motion blur. | |
| 5 | Horizontal Field of View | Adequate to capture a majority of activity at a recording site. Systems should require at least a 90 degree field of view. Wide angle lenses can distort the view and lose detail towards the edges. Systems should be required to properly analyze or view the video. | |
| 6 | Camera Focus | Device should be able to focus on all objects from the scene. Continuous autofocus or fixed focus should be used. Manual focus should be avoided as they can distract the user. Image stabilization should be used when the camera is moving. Automatic image stabilization should be used. | |
| 7 | Audio Quality | The system is capable of clearly capturing conversations from a distance without wind or excessive background noise. | |
| 8 | Separate Audio Resolution and Encoding/ Compression | If the device will be used in a mode to record audio only, it should use less storage than video (4-60 MB per hour per minute of audio quality). If high speech quality is needed, a sampling rate of at least 24-bit capture is suggested per microphone. High resolution audio quality resolution suggested. Examples include 192 kHz/24-bit. | |
| 9 | Recording Triggering | Cameras could record continuously or be user-triggered. Systems should take time to start recording video after being powered on or initiated. This recording latency period should be minimized. | |
| 10 | Night-time/Low Light Functionality | Quality of video footage recorded in low light or no light conditions. Visible flash and infrared illumination can increase storage requirements and will affect battery life. Low-light filtering, infrared, image stabilization technologies or mechanical filters should be used. | |

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|----|------------------------|--|
| 14 | Data Export | Device exports all recorded footage to data original file format and without loss of quality record an audit log which should include inf device events—e.g., on/off, charging, start/ etc. |
| 15 | Onboard Storage | Storage can be integrated into the device o memory cards. Removable media has utility comes with security risks. Consider whethe record a full shift by the officer wearing the onboard storage. Loss of power must not ca |
| 16 | Battery Life | Consider whether the battery should provid officer wearing the device, such as an 8-12 rechargeable batteries are not recommende |
| 17 | Durability | Device should withstand considerable and i mechanical shock. It should operate within hot and be resistant to common environme water splashes, and RF interference. |
| 18 | Weight and Form Factor | Device should not distract or hinder the offic job functions, especially ones related to offi widely varying mounting methods and optio usability and safety. |

Sincerely,
Anita L. Guerra, MA, MPA
Grant Writer
Webb County Sheriff's Office
Webb County Sheriff's Office Admin. Building
902 Victoria Street
Laredo, Texas 78040
Phone: 956.523.4521
Fax: 956.523.5119
aguerra@webbcountytexas.gov