

BODY-WORN RECORDING EQUIPMENT GRANT & POLICY



OCTOBER 2016

Captain Mario A. Ariaga







STATE OF CONNECTICUT
Office of Policy and Management

State Funded
Body-Worn Recording Equipment Grant Program
(BWRE Grant Program)
March 2, 2016

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

Document No.	Description and Signature(s) Required
 #1	BWRE Grant Application Guidelines Please read the <u>Grant Application Guidelines</u> document before beginning the application process and filling out or signing any forms.
 #2	BWRE Grant Program Application: Please complete the BWRE Grant Program application. Signature Required: 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	Authorized Signature Form: 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. Signature Required: Chief Elected Official or Town/City Manager or University Official AND Town Clerk or Corporation/University Counsel.
 #4	Public Act 15-4 Compliance Form: 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 Act 15-4 and Connecticut Police Officer Standards and Training Council General Notice 15-05. Signature Required: Police Chief or Municipal Authorized Signatory



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

March 2, 2016

Grant Application Guidelines

BWRE Grant Program Contacts	
<p>Nichole Howe Fiscal Administrative Officer Criminal Justice Policy and Planning Office of Policy and Management 860-418-6443 nichole.howe@ct.gov</p>	<p>Steve Moniz Lead Planning Analyst Criminal Justice Policy and Planning Office of Policy and Management 860-418-6341 Stephen.moniz@ct.gov</p>

Public Act 15-4

This application is to be used by a municipality in applying for a state award under the Body-Worn Recording Equipment Grant Program for purchasing personal recording devices and data storage equipment or services for retaining video recordings of appropriate law enforcement public interaction, as defined in Sections 8(g) and 8(j) of P.A. 15-4 as well as State of Connecticut Police Officer Standards and Training Council General Notice 15-05.

Both **Public Act 15-4** and the Police Officer Standards and Training Council **General Notice 15-05** are available in downloadable PDF format from the Criminal Justice Policy and Planning Division web site at: <http://www.ct.gov/opm/cwp/view.asp?a=4825&Q=576280&PM=1&opmNav=|>

Guidelines and Notices

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.

NOTE: After your application has been approved, it can take up to 6 months to receive the reimbursement funds under the BWRE grant program.

Federal Funds and Private Contributions

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

Time Table

The grant reimbursement opportunities to university police forces (special police forces established pursuant to Sec. 10a-156b) and municipal law enforcement agencies falls within three distinct reimbursement scenarios with regard to timeframes and conditions:

NOTE: Body-Worn Recording Equipment purchases that are eligible for reimbursement retroactively under Scenario #1, does not preclude a law enforcement agency from applying for additional reimbursement for Body-Worn Recording Equipment going forward.

Reimbursement Scenario #1

Variable	Condition
Time Period	January 1, 2012 to June 30, 2016
Application Deadline	December 31, 2016
Reimbursement Rate for Body Worn Recording Equipment (cameras and/or data storage equipment)	100%
Reimbursement Rate for Digital Services Contracts	100%; <u>1 Year Only</u>
Minimum Quantity Funded	<u>NOT SPECIFIED in Public Act 15-4</u>

Reimbursement Scenario #2

Variable	Condition
Time Period	July 1, 2016 to June 30, 2017
Application Deadline	December 31, 2017
Reimbursement Rate for Body Worn Recording Equipment (cameras and/or data storage equipment)	100%
Reimbursement Rate for Digital Services Contracts	100%; <u>1 Year Only</u>
Minimum Quantity Funded	<u>sufficient quantity</u> to allow each sworn officer to have a device when interacting with the public in a law enforcement capacity

Reimbursement Scenario #3

Variable	Condition
Time Period	July 1, 2017 to June 30, 2018
Application Deadline	December 31, 2018
Reimbursement Rate for Body Worn Recording Equipment (cameras and/or data storage equipment)	50%
Reimbursement Rate for Digital Services Contracts	50%; <u>1 Year Only</u>
Minimum Quantity Funded	<u>NOT SPECIFIED in Public Act 15-4</u>

Reimbursement Requirements

To be reimbursed for municipal or law enforcement agency expenditures under the Body-Worn Recording Equipment Grant Program, the following documentation is required:

- Detailed Invoices for all items purchased for which reimbursement is requested under this grant
- Cancelled checks for all purchases for which reimbursement is requested
- Copies of contract term sheets and contract execution page for all services contracted under this grant

NOTE: Law enforcement agencies may also be asked to provide the number of budgeted sworn officers for their law enforcement agency - for the period that coincides with their grant application.

BWRE Application Process

The Body-Worn Recording Equipment grant will require the submission of three signed documents:

1. **Authorized Signature Form**
2. **Compliance Certification Form**
3. **BWRE Application Form**

The BWRE Application form is presented as follows:

- The BWRE application form is an Excel spreadsheet.
- PRINT a copy of the 4 page form before working on it: **[FILE][PRINT]**
- Prepare the form using Excel – as you would with any other spreadsheet.
- Required fillable fields are colored in yellow. Enter the appropriate information into each cell
- Calculated fields are colored in blue. These fields are protected and cannot be edited.
- All other fields/labels on the form are protected and cannot be edited.
- The submission of the form will require a PIN number. The law enforcement agency or the municipality must contact OPM to receive the PIN number assigned by OPM.

Planning Calendar (see attached)

- The Planning Calendar on the following page has been provided to help visualize the time period and reimbursement parameters of the BWRE Grant Program:
- Certain reimbursement components of the BWRE grant program are retroactive to January 2012.
- The 100% reimbursement rate is applicable from January 2012 through June 30, 2017.
- The 50 % reimbursement rate is applicable from July 1, 2017 through June 30, 2018.
- Data services contracts can be reimbursed for 1 Year -only -, regardless of time period.



STATE OF CONNECTICUT
Office of Policy and Management

2

Application for Reimbursement
State Funded (Public Act 15-4)
Body-Worn Recording Equipment (BWRE)
Reimbursement Grant
March 2, 2016 (Version 1.0)

PART: 1 Application Period		
NOTE: Check 1 Application Period - ONLY; Submit One Application per 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 checked="" type="checkbox"/>
July 1, 2017 to June 30, 2018	December 31, 2018	<input type="checkbox"/>

PART: 2 Applicant Information	
A. Organization	
Law Enforcement Agency or Municipality: Plainfield Police Department	
Street Address:	210 Norwich Road
Town/City:	Plainfield
State:	Connecticut
Zip Code:	06374
B. Name of Person to be contacted on matters relating to this Application	
Name:	Mario A. Arriaga
Title/Rank:	Captain
Phone No.:	860-564-0804
Email Address:	m.arriaga@plainfieldctpolice.com

PART: 3 Total Sworn Officers in Law Enforcement Agency	
Total Municipal Sworn Officers in the Law Enforcement Agency	18
NOTE: Resident State Trooper BWRE Requirements are NOT funded through this application	
Total Number of Body-Worn Cameras (BWC) Requested in this Application	20
Please Provide the Number of "Spares" included in the Total (BWC) above	2

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
Vista HD Extended Capacity by Watchguard; 32gb	20	\$895.00	\$17,900.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
		TOTAL	\$17,900.00

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
Shirt Clips with Slider	20	\$30.00	\$600.00
Adjustable Chest Straps (Works w/Magnetic Mount for Detectives)	4	\$20.00	\$80.00
Molle Loop Mount (Works w/Magnetic Mount for K9 Officers)	2	\$20.00	\$40.00
Shipping Cost	1	\$360.00	\$360.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
			\$1,080.00

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
Example: WD 24TB (4 x 6TB) My Cloud Expert Series EX4100 4-Bay NAS	1	\$1,299.99	\$1,299.99
Red Pro WD4001FFSX 4tb Hard Drives	12	\$221.20	\$2,654.40
8 Bay Ethernet Transfer Station	3	\$1,495.00	\$4,485.00
Evidence Library 4 Web Vista Device License	20	\$150.00	\$3,000.00
Vista-4RE Installation, Configuration, Testing, Training	1	\$750.00	\$750.00
Turbo NAS Server Rack Mountable SATA 6tb	1	\$4,317.35	\$4,317.35
QNAP Rack Rail Kit	1	\$156.52	\$156.52
Motion DSP Spotlight Video Redaction	1	\$3,995.00	\$3,995.00
Evidence Library 4 Server Site License	1	\$1,000.00	\$1,000.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
		TOTAL	\$20,358.27

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	\$38,840.00
Please provide a brief description of the data services contract in the space below	
Installation of Watchguard System, storage, and backup. Includes 1 year of monitoring and management of relevant systems. Please see attached documents for more information.	

PART: 8

Total Reimbursement Summary

Total Requested AMOUNT: Body-Worn Cameras (BWC)	\$17,900.00
Total Requested AMOUNT: Any Supporting Body-Worn Camera Equipment	\$1,080.00
Total Requested AMOUNT: In-House BWC Data/Video Storage Equipment	\$20,358.27
Total Requested AMOUNT: 1 Year Data Services Contract	\$38,840.00
Total Requested Reimbursement AMOUNT	\$78,178.27

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.

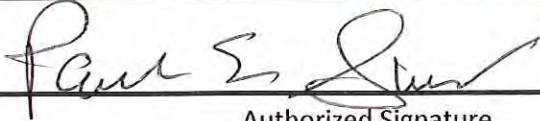
I AGREE

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
	BWRE92036
	OPM PIN Number

C. Signature


Authorized Signature

10-25-2016
Date Signed

Paul E. Sweet, First Selctman
PRINT The Name and Title of the Signatory



**State Funded
Body-Worn Recording Equipment Grant Program
(BWRE Grant Program)
March 2, 2016
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>Paul E Sweet</i>	Title Here <i>FIRST Selectman</i>
Printed Name of Mayor/First Selectman/City or Town Manager or University Official	Title
Sign Here <i>Paul E Sweet</i>	Date Here <i>10-24-16</i>
Signature of Mayor/First Selectman/City or Town Manager or University Official	Date

Verification/Attestation

Print Here <i>LOUISA R. TRAKAS</i>	Title Here <i>TOWN CLERK</i>
Printed Name of Municipal/University Legal Authority Attesting to Signature	Title
Sign Here <i>Louisa R. Trakas</i>	Date Here <i>10/24/16</i>
Signature of Municipal/University Legal Authority Attesting to Signature	Date



State Funded
Body-Worn Recording Equipment Grant Program
(BWRE Grant Program)
March 2, 2016

COMPLIANCE CERTIFICATION
WITH PUBLIC ACT 15-4

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.
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 to abide by the policy directives contained therein.

Police Chief or Municipal Authorized Signatory

Print Here <i>Chief Michael Suprenant</i>	Title Here <i>Chief of Police</i>
Printed Name of Police Chief or Municipal Authorized Signatory	Title
Sign Here <i>[Signature]</i>	Date Here <i>9/27/16</i>
Signature of Police Chief or Municipal Authorized Signatory	Date



WatchGuard Video
 Dept 0150
 P.O. Box 120150
 Dallas, TX 75312-0150
 PH 800-605-6734 FX 972-422-7218

EIN: 11-3717781

INVOICE

COPY

Invoice	BCMINV0002291
Date	8/24/2016
Page	1

Bill To:

Plainfield Police Department
 Attn: Accounts Payable
 210 Norwich Rd
 Plainfield CT 06374-1622

Ship To:

Plainfield Police Department
 Attn: Mario Arriaga
 210 Norwich Rd
 Plainfield CT 06374-1622

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Due Date	Order #
ARRIAGA		PLAINFIELDPO001	KCOUGHLIN	UPS GROUND	Net 30	9/23/2016	BCAMORD02461
Ordered	Shipped	B/O	Item Number	Description / Serial #	Discount	Unit Price	Ext. Price
20	20	0	VIS-CAM-EXT-002	VISTA HD, Extended Version, Wearable Camera (v2) VHC2-008289 VHC2-008287 VHC2-008276 VHC2-008278 VHC2-008288 VHC2-008282 VHC2-008280 VHC2-008258 VHC2-008275 VHC2-008267 VHC2-008293 VHC2-008270 VHC2-008294 VHC2-008235 VHC2-008271 VHC2-008266 VHC2-008265 VHC2-008274 VHC2-008290 VHC2-008264	\$0.00	\$895.00	\$17,900.00
20	20	0	VIS-CHG-BSE-KIT	VISTA Charging Base Kit, incl. Power and USB Cables	\$0.00	\$0.00	\$0.00
20	20	0	VIS-MNT-KIT-001	VISTA HD, Locking Magnetic Chest Mount, Assembly (3mm posts)	\$0.00	\$0.00	\$0.00
3	3	0	VIS-VTS-DTC-001	VISTA Transfer Station Assy, for 8 Cameras, Ethernet VTS1-002343 VTS1-002340 VTS1-002341	\$0.00	\$1,495.00	\$4,485.00
3	3	0		VISTA Transfer Station Kit, incl Power Supply and Cables	\$0.00	\$0.00	\$0.00
20	20	0	VIS-SHR-CLP-100	VISTA HD, Shirt Clip with Slider	\$0.00	\$30.00	\$600.00
4	4	0	VIS-CHS-STP-001	VISTA HD, Adjustable Strap Kit, for Locking Magnetic Mount	\$0.00	\$20.00	\$80.00
2	2	0		VISTA HD, Molle Vest Adapter Clip (with 3mm posts) v2	\$0.00	\$20.00	\$40.00
20	20	0	WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	\$0.00	\$0.00	\$0.00
1	1	0	Freight	Shipping and Handling Charges	\$0.00	\$360.00	\$360.00

APPROVED FOR PAYMENT
 VENDOR # _____
 ACCT. # 10-2475-00
 DEPT. POLICE
 DATE 9/6/16
 SIGNED Cpt. [Signature] #205

Subtotal	\$23,465.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Total	\$23,465.00



DIGITAL IN-CAR VIDEO

WatchGuard Video

Dept 0150

P.O. Box 120150

Dallas, TX 75312-0150

PH 800-605-6734 FX 972-422-7218

EIN: 11-3717781

INVOICE

COPY

Invoice	4BOINV0001454
Date	8/24/2016
Page	1

Bill To:

Plainfield Police Department
 Attn: Accounts Payable
 210 Norwich Rd
 Plainfield CT 06374-1622

Ship To:

Plainfield Police Department
 Attn: Mario Arriaga
 210 Norwich Rd
 Plainfield CT 06374-1622

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Due Date	Order #
ARRIAGA		PLAINFIELDPO001	KCOUGHLIN	UPS GROUND	Net 30	9/23/2016	4BOORD0001526
Ordered	Shipped	B/O	Item Number	Description / Serial #	Discount	Unit Price	Ext. Price
1	1	0	KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License Key	\$0.00	\$1,000.00	\$1,000.00
20	20	0	KEY-EL4-DEV-002	Evidence Library 4 Web VISTA Device License Key	\$0.00	\$150.00	\$3,000.00
20	20	0	SFW-MNT-EL4-001	Software Maintenance, Evidence Library, 1st Year (Months 1-12)	\$0.00	\$0.00	\$0.00
20	20	0	SFW-EL4-CLD-BAS	Evidence Library 4 Web CLOUD-SHARE - Basic	\$0.00	\$0.00	\$0.00
1	1	0	SVC-4RE-RMT-410	4RE Remote System Setup, Configuration, Testing and Admin Training	\$0.00	\$750.00	\$750.00

APPROVED FOR PAYMENT

VENDOR # _____
 ACCT. # 10-2475-00
 DEPT. POLICE
 DATE 9/6/16
 SIGNED Cpt M #155

Subtotal	\$4,750.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Total	\$4,750.00

Account: 1918091171 -- GENERAL FUND
Check Number: 30840

Webster Web-Link®

TOWN OF PLAINFIELD GENERAL FUND 8 COMMUNITY AVE. PLAINFIELD, CT 06374		<i>24</i>	WEBSTER BANK	51-7010 2111	030840
VENDOR NUMBER 023185		DATE 09/15/2016	CHECK NUMBER 30840		
PAY Sum of Four Thousand Seven Hundred Fifty and 00/100 Dollars			AMOUNT		
			\$4,750.00		
WATCHGUARD VIDEO PO BOX 678196 <i>678196</i> DALLAS, TX 75267-7996		<i>Virginia Sampietro</i> <i>Kelly D. Varden</i> <small>NOT VALID AFTER SIX MONTHS FROM DATE OF ISSUE</small>			
TO THE ORDER OF					



FEDERAL RESERVE BOARD OF GOVERNORS 13 09/22/2016 678196 22314 0001 1111056113	PAY TO THE ORDER OF ACCT 1111056113 A/R OF END GUARANTEED DEP TCB >111017979<	ENCASE HERE 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
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Account: 1918091171 -- GENERAL FUND
Check Number: 31030

Webster Web-Link®

TOWN OF PLAINFIELD GENERAL FUND 8 COMMONITY AVE PLAINFIELD, CT 06374		WEBSTER BANK 51-7010 2111	031030
VENDOR NUMBER 6218		DATE 10/13/2016	CHECK NUMBER 1030
PAY Sum of Twenty Three Thousand Four Hundred Sixty Five and 00/100 Dollars		AMOUNT \$23,465.00	
WATCHGUARD VIDEO PO BOX 67996 DALLAS, TX 75267-7996		 <small>NOT VALID AFTER SIX MONTHS FROM DATE OF ISSUE</small>	



FEDERAL RESERVE BOARD OF GOVERNORS REG. CO.

The security features listed below, as well as those not listed, exceed industry guidelines.

Security Features
Microprint on
Security Paper
Security Thread

Details of Document Attributes:
• Serial number appears as document
• Use of non-proprietary
• Address of Original Document
• Watermark or watermark device

PAY TO THE ORDER OF
acct Num: 1111056113
ANS OF KWD GUARANTEED
DEP YCR >111017070<

ENDORSE HERE

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE.
RESERVED FOR FINANCIAL INSTITUTION USE



MotionDSP Inc
 700 Airport Blvd, Suite 270
 Burlingame, CA 94010
 (650)288-1164
 donna@motiondsp.com

COPY

INVOICE

BILL TO

Captain M. Arriaga
 Plainfield Police Department
 210 Norwich Road
 Plainfield, CT 06374

SHIP TO

Captain M. Arriaga
 Plainfield Police Department
 210 Norwich Road
 Plainfield, CT 06374

INVOICE # 570

DATE 07/01/2016

DUE DATE 07/31/2016

TERMS Net 30

P.O. NUMBER

PD2016-0701

SALES REP

C. Capella

ACTIVITY

Ikena Spotlight
 Ikena Spotlight Software. Includes first year of Software
 Maintenance Subscription. Part IKCPU-SL-3

QTY

1

RATE

3,995.00

AMOUNT

3,995.00

BALANCE DUE

\$3,995.00

APPROVED FOR PAYMENT

VENDOR #

ACCT. # 10-2475-00

DEPT. POLICE

DATE 7/5/16

SIGNED Cpt. Arriaga #156

CK# 030410

Account: 1918091171 - GENERAL FUND
Check Number: 30410

Webster Web-Link

TOWN OF PLAINFIELD GENERAL FUND 8 COMMUNITY AVE. PLAINFIELD, CT 06374		WEBSTER BANK	51-7010 2111	030410
		VENDOR NUMBER 013221	DATE 07/25/2016	CHECK NUMBER 30410
PAY Sum of Three Thousand Nine Hundred Ninety Five and 00/100 Dollars		AMOUNT		
		\$3,995.00		
TO THE ORDER OF	MOTIONDSP INC. 700 AIRPORT BLVD SUITE 270 BURLINGAME, CA 94010	 NOT VALID AFTER SIX MONTHS FROM DATE OF ISSUE		



Security Features:

- Microprint
- Security Lines
- Security Features

Security Features:

- Microprint
- Security Lines
- Security Features

Security Features:

- Microprint
- Security Lines
- Security Features

First Republic Bank
(San Francisco, CA)
111 Pine Street
08/01/16-02:05:36
621490068
CREDITED TO THE
ACCOUNT OF WITHIN
"TRIMED PAYEE"
321061889

For Mobile Deposit

ENDORSE HERE

PAY TO THE ORDER OF
FIRST REPUBLIC BANK
SAN FRANCISCO, CA 94111
221081889
FOR DEPOSIT ONLY
MOTIONDSP INC
9550062771

DO NOT WRITE ON THIS LINE



Federal tax ID: 22-3009648
 290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 888-235-3871
 Fax: 732-805-9669

Please remit payment to:
 SHI International Corp
 P.O. Box 952121
 Dallas, TX 75395-2121
 Wire information: Wells Fargo Bank
 Wire Rt# 121000248
 ACH Rt# 021200025
 Account#2000037641964
 SWIFT Code: WFBIUS6S
 For W-9 Form, www.shi.com/W9

Invoice No.

B05236148 **COPY**

Invoice date 7/14/2016
 Customer number 1039536
 Sales order S44060628

Finance charge of 1.5% per month will be charged on past due accounts - 18%/yr.
 All returns require an RMA# supplied by your SHI Sales team.

Bill To
 Town of Plainfield
 8 Community Avenue
 Plainfield, CT 06374
 USA

Ship To
 Plainfield Police Department
 210 Norwich Road
 Plainfield, CT 06374
 USA
 Captain Mario Arriaga

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
7/14/2016	Monique Chedid/Ent-SLED	07012016	FEDEX GROUND	FOB DEST	NET 30

Item No. Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
32492644 TSEC1280URPUS Hardware QNAP Systems, Inc Serial #: Q15CI22966	QNAP Turbo NAS - NAS Server - Rack Mountable SATA 6Gb / QNAP Turbo NAS - NAS Server - Rack Mountable Hardware Hardware	1	1	4,317.35	4,317.35
31915646 WD4002FFWX Hardware WESTERN DIGITAL Serial #: NHGEN2BY Serial #: NHGENNNY Serial #: NHGENSTY Serial #: NHGEN39Y Serial #: NHGEKSRV Serial #: NHGENNTY Serial #: NHGEMZ8Y Serial #: NHGEM9MY Serial #: NHGEN6YY Serial #: NHGEJXNY Serial #: NHGETA9Y Serial #: NHGEGP5Y	WD Red Pro WD4002FFWX - Hard drive - 4 TB - internal - 3.5in / 31915646 : : All : : Hardware Hardware	12	12	221.20	2,654.40
31272792 RAIL-A03-57 Hardware QNAP Systems, Inc Serial #: Q15CC01406	QNAP RAIL-A03-57 - Rack rail kit / QNAP RAIL-A03-57 - Rack rail kit Hardware Hardware	1	1	156.52	156.52

APPROVED FOR PAYMENT

VENDOR # _____
 ACCT. # 10-2475-00
 DEPT. POLICE
 DATE 7/28/16
 SIGNED Cpt. M #106

Quote: 11593939

Sales Balance	7,128.27
Freight	0.00
Recycling Fee	0.00
Sales Tax	0.00
Total	7,128.27
Currency	USD

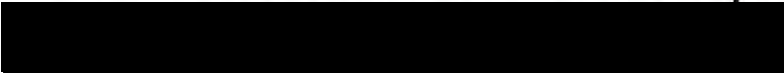
Account: 1918091171 - GENERAL FUND
 Check Number: 30603

Webster Web-LinkSM

TOWN OF PLAINFIELD GENERAL FUND 6 COMMUNITY AVE. PLAINFIELD, CT 06374		WEBSTER BANK	51-7010 2111	030603
VENDOR NUMBER 019294		DATE 08/15/2016	CHECK NUMBER 30603	
PAY Sum of: Seven Thousand One Hundred Twenty Eight and 27/100 Dollars				AMOUNT \$7,128.27
TO THE ORDER OF:	SHI INTERNATIONAL CORP. PO BOX 952121 DALLAS, TX 75395-2121			

[Signature]
[Signature]

NOT VALID AFTER SIX MONTHS FROM DATE OF ISSUE



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Protocol Networks
 15 Shore Drive
 Johnston, RI 02919
 (877) 676-0146



Bill To:
 Town of Plainfield Police Department
 Attn: Mario Arriaga
 210 Norwich Road
 Plainfield, CT 06374
 United States

Date	Invoice
07/01/2016	5275
Account	
PlainfieldPD	

Terms	Due Date	PO#	Protocol Networks Quote#
Net 30 days	07/31/2016		

Project Name	Plainfield PD body cams	Amount
Other Charges		\$10,800.00
Downpayment Invoice		
Total Other Charges:		\$10,800.00
Make checks payable to Protocol Networks Visa/MasterCard/AMEX Accepted if payment is received Net 7 All invoices over 30 days are subject to an 18% (1.5% monthly) finance charge.		Invoice Subtotal: \$10,800.00 Sales Tax: \$0.00 Invoice Total: \$10,800.00

APPROVED FOR PAYMENT

VENDOR # _____
 ACCT. # 10-2475-00
 DEPT. POLICE
 DATE 7/5/16
 SIGNED Cpt. [Signature]

CK#: 030419
 (R)



Protocol Networks
 15 Shore Drive
 Johnston, RI 02919
 (877) 676-0146

COPY

Bill To:
Town of Plainfield Police Department 210 Norwich Road Plainfield, CT 06374 United States

Date	Invoice
07/01/2016	5276

Terms	Due Date	PO Number
Net 30 days	07/31/2016	

Products & Other Charges	Quantity	Price	Amount
IMMS Monitoring: Plainfield PD Monitoring			\$21,280.00
		Total Products & Other Charges:	\$21,280.00
July 1 2016 to June 30 2017 Monitoring			
7 Servers			
2 SAN			
Make checks payable to Protocol Networks Visa/MasterCard/AMEX Accepted if payment is received Net 7 All invoices over 30 days are subject to an 18% (1.5% monthly) finance charge.	Invoice Subtotal:		\$21,280.00
	Sales Tax:		\$0.00
	Invoice Total:		\$21,280.00

APPROVED FOR PAYMENT

VENDOR # _____
 ACCT. # 10-2475-00
 DEPT. POLICE
 DATE 7/5/16
 SIGNED Cpt. J. P. [Signature]

CK#030719
[Signature]

COPY



Protocol Networks
15 Shore Drive
Johnston, RI 02919
(877) 676-0146

Bill To:
Town of Plainfield Police Department 210 Norwich Road Plainfield, CT 06374 United States

Date	Invoice
07/01/2016	5277

Terms	Due Date	PO Number
Net 30 days	07/31/2016	

Products & Other Charges	Quantity	Price	Amount
IMMS Management: Plainfield PD Management			\$6,760.00
Total Products & Other Charges:			\$6,760.00
Make checks payable to Protocol Networks Visa/MasterCard/AMEX Accepted if payment is received Net 7 All invoices over 30 days are subject to an 18% (1.5% monthly) finance charge.	Invoice Subtotal:		\$6,760.00
	Sales Tax:		\$0.00
	Invoice Total:		\$6,760.00

APPROVED FOR PAYMENT

VENDOR # _____
 ACCT. # 10-2475-00
 DEPT. POLICE
 DATE 7/5/16
 SIGNED Cpt. J.M. #186

CR# 030491
CP

Vendor Company Name			Vendor Number	Vendor Phone #	Check Date	Check No.
PROTOCOL NETWORKS			016199		08/01/2016	30491
Invoice Number	Inv. Date	Reference	Invoice Amount	Total Paid	Discount/Adj	Payment Amount
5277	07/01/2016	106247500	6760.00	6760.00	0.00	6760.00
5292	07/01/2016	10621842	200.00	200.00	0.00	200.00
5300	07/15/2016	10621842	200.00	200.00	0.00	200.00
AUG 03 2016						
TOTAL			7160.00	7160.00	0.00	7160.00

REORDER FORM NO. 729LB1 (1 PART)

USE WITH COMPANION ENVELOPE NO. 44-005

Charges.		
Make checks payable to Protocol Networks Visa/MasterCard/AMEX Accepted if payment is received Net 7 All invoices over 30 days are subject to an 18% (1.5% monthly) finance charge.	Invoice Subtotal:	\$6,760.00
	Sales Tax:	\$0.00
	Invoice Total:	\$6,760.00

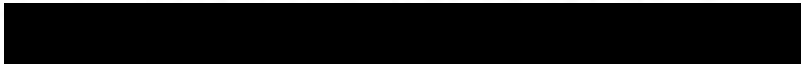
APPROVED FOR PAYMENT

VENDOR # _____
 ACCT. # 10-2475-00
 DEPT. POLICE
 DATE 7/5/16
 SIGNED Cpt. [Signature] #182

Account: 1918091171 - GENERAL FUND
Check Number: 30491

Webster Web-Link®

TOWN OF PLAINFIELD GENERAL FUND 8 COMMUNITY AVE. PLAINFIELD, CT 06974		WEBSTER BANK 51-7010 2111	030491
VENDOR NUMBER 016199		DATE 08/01/2016	CHECK NUMBER 30491
PAY Sum of Seven Thousand One Hundred Sixty and 00/100 Dollars			AMOUNT
			57,160.00
TO THE ORDER OF	PROTOCOL NETWORKS 15 SHORE DRIVE JOHNSTON, RI 02919		<i>Sheryl D. Davis</i> <i>Original Signature</i>
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Account: 1918091171 -- GENERAL FUND
Check Number: 30419

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VENDOR NUMBER 016199		DATE 07/25/2016	CHECK NUMBER 30419
PAY Sum of Thirty Two Thousand Eighty and 00/100 Dollars		AMOUNT	
		\$32,080.00	
TO THE ORDER OF	PROTOCOL NETWORKS 15 SHORE DRIVE JOHNSTON, RI 02919	<i>Virginia Samples</i> <i>Red D. Deros</i>	
NOT VALID AFTER SIX MONTHS FROM DATE OF ISSUE			



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**Town of Plainfield
PD WatchGuard Installation
Scope of Work**



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Revision History			
Date	Contributor	Version	Reference
20-May-2016	Micah Imparato	1.0	Initial Draft
20-May-2016	David Savoie	1.1	Quality Assurance



1. Introduction

About Protocol Networks:

We believe that every organization, regardless of size, should have access to superior infrastructure and managed services that are not driven by hardware or software vendors.

We do this by maintaining a staff of network and systems engineers and architects who would be respected in any fortune 100 company.

We work as advocates for our clients, operating as extensions of their organizations to best deliver services to their customers.

Our resources are available to help define and implement your IT strategy, for both tactical and strategic engagements. We focus on industry leading services for, design, implementation, support and planning for our clients, who need their IT to be as efficient and cost effective as preeminent companies in their vertical.

We build and maintain cost effective offerings that allow our clients to take advantage of scale and leverage our shared talent to respond to opportunities that require experience and agility.

Protocol Networks is focused on solving our client's business problems with technical solutions allowing them to focus on their core business and not IT.

We are Protocol Networks,
Create - Connect - Evolve

2. Our Understanding

The Town of Plainfield Police Department is working on a grant to get their officers equipped with Body Cameras to capture audio and video of their officers in the field.

WatchGuard makes a line of products including Body Cams, which are integrated into a system to upload them to a central server for indexing and archiving.

WatchGuard has a server-software element that will need a VM created and configured for it – which then connects into a MS SQL-based database environment. Whether this runs on the same VM or another is TBD. We expect to deploy systems as needed, configure them as needed and add them into the backup routines accordingly.

In addition to that element of this project, there are concerns about the amount of storage that may be required in order to house the videos for as long as they are necessary and to minimize the amount of effort required to manage and maintain these archives.

In addition to keeping these archives, we also need to make sure this content is being backed up appropriately.

The expectation here is to get another NAS-based Storage solution (QNAP), populate it with enough storage and configure it to their virtual environment as needed. This will require some extensive migration of data between the two QNAP systems the Police Department would then have – so that one of them houses all of the “Live” storage and the second houses the “Backup” storage.

A retention plan and policy will be put in place and configured to keep the environment running as expected, and monitoring will be provided on all elements to ensure they are running as expected.

3. Project Objectives

As part of this project, Protocol Networks defines the following items as being in-scope:

- Watchguard Library 4 Web Installation
- MS SQL Standard Installation
- VM Deployments (up to 2) to support this effort
- QNAP configuration (both the old and new QNAP)
- VEEAM reconfiguration for all backup efforts
- VMware Storage migrations to relocate storage resources as needed
- Monitoring of systems listed above

4. Project Scope

As part of this project, Protocol Networks will accomplish:

- Installation of WatchGuard systems
 - Evidence Library 4
 - MS SQL Back-end
 - Any networking for Camera connectivity
 - Deployment of VMs
 - Integrating VMs into Veeam for Backups
- Installation of QNAP NAS-based storage
 - Basic configuration and setup
 - Storage provisioning
 - Storage balancing & migration
- Configuration of Archival / Retention Policies
 - Local organization of content
 - Annual Folders, online in Library
 - Different drives/volumes based on storage consumption
 - Modification of Backup policies
 - “Gold” backups of aged data
 - “Hot” backups of non-aged data
 - Off-site relocation of “Gold” data
- Configuration of Monitoring for the relevant systems
 - VMs
 - Software
 - ESX Hosts / vCenter
 - Storage back-end
 - Veeam Backup solution
- Documentation of all efforts
- Knowledge transfer

5. Deliverables

Protocol Networks will deliver upon completion of this project:

- A fully functional WatchGuard Library 4 Web installation
- A fully functional MS SQL Server to support the Library
- A fully functioning backup solution for both systems
- A fully functioning backup solution for library content
- A Properly developed Retention strategy and procedure
- A fully functioning QNAP NAS-based storage solution
- A fully functioning Monitoring environment of all in-scope items
- Documentation of all efforts
- Knowledge transfer

6. Customer Responsibilities

- The customer is responsible for the following
 - Ensure the consultant has access to essential system administration personnel.
 - Ensure the consultant has access to required hardware and facilities.
 - Ensure facilities/equipment is ready and available.
 - Ensure the consultant has access to a suitable work area and phone (if applicable).
 - The appropriate client technical resources will be made available to Protocol Networks consultants.
 - These resources include, but are not limited to, Network Engineering, Facilities, and Information Security.
 - Appropriate scheduled downtime (if required)

7. Project Fees

Protocol Networks estimates that it will take 5 days to complete the project. This is based from other projects that Protocol Networks has completed of similar size and nature.

Item	Resources Required	Duration (Days)	Cost
1	Install and Configure Tasks	6	\$ 10,800.00
1	Set up Fee for Monitoring		\$ 2,080.00
	Annual Monitoring/Management		\$ 25,960.00
	Estimated Total:	6	\$ 38,840.00

This is a time and materials quote; fee estimates are presented for budgetary purposes only. We will make our best professional efforts to complete the described scope of work within timeframes noted. Any project that is greater than \$10,000 will require a 25% deposit before project kickoff. Protocol Networks will then invoice for Professional Services fees, along with charges for travel, living, parking, meals and administrative expenses on a weekly basis. Travel expenses are not included in the above pricing and will be billed in addition to the consulting fees. All invoices are payable to Protocol Networks within 30 days after receipt of invoice. Any invoices paid after 30 days will incur a 1 ½ % (18% A.P.R.) per month finance charge. Above quote represents business hour pricing (Mon-Fri, 8:00am-5:00pm). Anything outside those hours are industry standard time and a half.

Protocol Networks will schedule a project kickoff meeting within 30 days of your approval. A project start and end date will be agreed upon during the project kickoff meeting. If the start date is changed or rescheduled by request of the client with less than six (6) business days of the scheduled start date a 1 day fee will be assessed for each resource scheduled. Project rescheduling will be based upon availability and is at the discretion of Protocol Networks.

Once the project end date is agreed upon during the project kick off meeting, the project must be completed within ten (10) business days of the end date. If the project end date is delayed 10 business days past the agreed upon end date, for any reason, a 10% rescheduling fee will be applied to the total invoice. Project rescheduling will be based upon availability and is at the discretion of Protocol Networks.

A project kickoff document describing the start date, end date and customer responsibilities must be signed before the start of the project. This quote (PN-052003-S) is valid until 05/20/16

By signing below I agree to the above terms and conditions.

Approved By

Date

8. Customers



SAREPTA
THERAPEUTICS



sentillion.[®]
A Microsoft[®] Company



cannondale



AstraZeneca 



9. Our Unique Qualifications

Several consulting firms, including Protocol Networks, can demonstrate the specific qualifications and references in network engineering, project management, resource management and executive communications required to fulfill the obligations of this engagement. We believe that our firm, qualifications and service differ markedly from those others, and that we are a unique resource.

- We assign one or more of Protocol Networks principals to each of our work engagements and they directly manage or perform the needed engagement work. Task specific resources will be deployed as appropriate to conduct portions of the project that correspond with that individual's unique skill set. During these engagements, any staff involved in the project will be under the supervision of the principal. Unlike many larger firms, junior staff will not execute an engagement sold by our principals
- We are independent of any canned solutions, we market no products, and we will not benefit from the future insertion of large numbers of outside resources. We are free to carry out a fiduciary responsibility to you, our client, because we sell only our skills and services. We accept our client responsibility willingly.
- Our primary concern is for your success. Your Engagement Principal is also one of our Managing Principals. Our measurement of success is aligned with your ultimate success and satisfaction. We will spend the time required to deliver the quality work that you deserve.

The success of any consulting engagement is dependent on the clarity of expectation developed between client and consultant, and on the quality of the people who conduct the engagement. Our continued success is dependent on your satisfaction and we work hard to develop and nurture the relevant understanding and expectations.

We thank you for this opportunity and look forward to working with you and your organization on this most important effort.

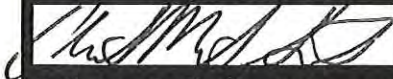
Very truly yours,

Adam Belesimo
Chief Executive Officer
Protocol Networks Inc.

PLAINFIELD POLICE DEPARTMENT

General Order #36-2

Chief of Police,



Michael G. Surprenant



Issued Date:

06/07/2016

Effective Date:

07/01/2016

Rescinds/Amends

ALL PREVIOUS ORDERS

Subject: USE OF BODY-WORN
CAMERAS

USE OF BODY-WORN CAMERAS

I. PURPOSE

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:

- Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
- Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
- Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
- Documenting police response to an incident.
- 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.

The purpose of equipping police officers with issued or approved body-worn cameras is to assist in the following:

- **Strengthening police accountability** by documenting incidents and encounters between officers and the public.
- **Resolving officer involved incidents and complaints** by providing an objectively independent record of events.
- **Improving agency transparency** by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
- **Identifying and strengthening officer performance** by using footage for officer training and monitoring when appropriate and consistent with the law.
- **Improving evidence documentation** for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

This policy/general order of the Plainfield Police Department may be amended as necessary to ensure its compliance with all applicable state and general laws and regulations. The Plainfield Police Commission is aware that changes in state and federal laws and regulations may require that this policy be amended from time to time. Therefore, the Plainfield Police Commission, without prior approval or review accept any changes to this policy that maintains its compliance with all applicable state and federal laws and regulations.

II. POLICY

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. This policy does not apply to or limit the use of in-car audio/video recording systems. This policy does not govern the use of surreptitious/covert recordings devices used in undercover operations.

III. 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.

IV. 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.
 - d. If problems are encountered with any component of the system, the body-worn camera shall not be used, and the police officer shall replace the BWC with a spare located on the docking station. An interdepartmental memo to the Second in Command shall be completed explaining the problem.
 - e. 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. The police officer shall then complete an interdepartmental memo

This policy/general order of the Plainfield Police Department may be amended as necessary to ensure its compliance with all applicable state and general laws and regulations. The Plainfield Police Commission is aware that changes in state and federal laws and regulations may require that this policy be amended from time to time. Therefore, the Plainfield Police Commission, without prior approval or review accept any changes to this policy that maintains its compliance with all applicable state and federal laws and regulations.

to the Second in Command explaining the problem and obtain a spare BWC from the docking station.

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 outermost 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.
 - 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.
 - In addition, police officers shall record the following:
 1. Vehicular pursuits;
 2. Motorist assists;
 3. The taking of statements from suspects, witnesses, and victims;
 4. The conducting of interviews with suspects, witnesses, and victims;
 5. Transportation and processing of prisoners;
 6. Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes;
 7. 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.
- d. 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.

This policy/general order of the Plainfield Police Department may be amended as necessary to ensure its compliance with all applicable state and general laws and regulations. The Plainfield Police Commission is aware that changes in state and federal laws and regulations may require that this policy be amended from time to time. Therefore, the Plainfield Police Commission, without prior approval or review accept any changes to this policy that maintains its compliance with all applicable state and federal laws and regulations.

- e. 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/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;
 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 speaking, 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 BWC.
 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.

This policy/general order of the Plainfield Police Department may be amended as necessary to ensure its compliance with all applicable state and general laws and regulations. The Plainfield Police Commission is aware that changes in state and federal laws and regulations may require that this policy be amended from time to time. Therefore, the Plainfield Police Commission, without prior approval or review accept any changes to this policy that maintains its compliance with all applicable state and federal laws and regulations.

5. End of Shift Procedures:

- a. Police officers shall ensure that their assigned body-worn camera is placed on the docking station at the conclusion of their shift. At no time shall a BWC be brought home without prior authorization from the Chief of Police or his designee. The docking station is used to upload videos to the server and charge the BWC.
- b. Police officers shall cause the recorded video to be categorized and transferred to disk (2 Copies) and added to their case report 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.

V. 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.

VI. RESPONSIBILITIES OF SUPERVISORY PERSONNEL

a. Chief of Police

1. 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.
2. 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.
3. 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.
4. 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. The Chief of Police shall approve the method of evidence transfer management

This policy/general order of the Plainfield Police Department may be amended as necessary to ensure its compliance with all applicable state and general laws and regulations. The Plainfield Police Commission is aware that changes in state and federal laws and regulations may require that this policy be amended from time to time. Therefore, the Plainfield Police Commission, without prior approval or review accept any changes to this policy that maintains its compliance with all applicable state and federal laws and regulations.

(ETM) from the body-worn camera to a secured storage server, cloud, website, or other secured digital media storage.

b. Supervisors

1. 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.
2. 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.
3. 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:
 - Ensure body-worn camera equipment is operating properly;
 - Ensure that police officers are utilizing the body-worn cameras appropriately and in accordance with policies and procedures; and
 - Identify any areas in which additional training policy revisions or guidance is required.
4. Supervisors shall ensure that all body-worn camera video files are appropriately preserved in accordance with this policy.

VII. AUTHORIZED PERSONNEL ACCESS TO UPLOADED DIGITAL MULTIMEDIA VIDEO FILES

- a. 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.
 1. 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.
 2. A police officer may review a recording from his/her body-worn recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his/her duties.
 3. 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

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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 officer's image or voice during the incident under review.

- b. 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.
- c. Digital multimedia video files may be reviewed by individuals other than the recording police officer in any of the following situations:
 - 1. By a Department member investigating or adjudicating a complaint regarding a specific act of officer conduct;
 - 2. By technical support staff for purposes of assessing proper functioning of body cameras;
 - 3. By the Internal Affairs Unit or other 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;
 - 4. By a sworn law enforcement officer who is participating in a criminal investigation;
 - 5. By the Municipality's legal representative;
 - 6. 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;
 - 7. 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
 - 8. By other Department personnel as authorized by the Chief of Police or his/her designee.

VIII. RELEASING OR DUPLICATING BODY-WORN CAMERA RECORDINGS

- a. Releasing Body-Worn Camera Digital Multimedia Video Files
 - 1. All Freedom of Information Act (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.

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- b. Duplicating Body-Worn Camera Digital Multimedia Video Files
 1. 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.
 2. The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.

IX. STORAGE AND RETENTION

- a. 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.
- b. All digital multimedia video files shall be securely stored in accordance with State record retention laws and Department policy.
 1. 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 three hundred sixty-five (365) days.
 2. 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.
 3. All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained for a minimum of ten (10) years.
 4. 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.
 5. 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.
 - All such preservation requests shall promptly be brought to the attention of the recipient's supervisor and the Municipal Attorney's office.

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