

1. Introduction

The purpose of the Trial is to evaluate whether the presence/use of BWC has a de-escalating effect during incidents where there is an imminent risk to the safety of security officers, or others, arising from threats of violence and/or aggression.

As a secondary purpose, BWC data will assist the Ministry in supporting the continuous assessment of violence prevention and management controls. Redacted footage may be used in security training delivered by the Safety and Security Improvement team, Ministry of Health. Specific BWC data may also be required to be supplied to NSW Police Force or other third parties where there is a lawful request. In limited circumstances related to serious misconduct relevant footage may be used as evidence in misconduct processes. For further details on the limitation of use for this purpose refer to the procedures for the access, use and release of BWC data. This procedure can be found at <https://nswhealth.sharepoint.com/sites/WR-MOH/SASI/SitePages/Body-Worn-Cameras.aspx>





BWC will only be worn by security officers who are NSW Health employees (BWC will not be issued to contract security staff). Throughout this document the term 'security officers' includes participating Health and Security Assistants (as relevant).

2. Key Principles

The following principles underpin the Trial and this procedure:

- These procedures must be applied at every Trial site. Compliance with these procedures will ensure BWC are used in a way that is consistent with legislative obligations, including privacy requirements.
- Security officers are only to activate their BWC in any circumstance where there is an imminent risk to the safety of themselves or others arising from threats of violence and/or aggression.
- The activation of BWC in an incident is at the discretion of the security officer based on their assessment of circumstances.
- Giving a verbal notification when activating the BWC is essential.
- BWCs are not to be activated to record interpersonal conflicts or conversations with other NSW Health workers. This includes threats of violence or aggression from other NSW Health workers.
- BWCs, where available and in working order, are considered a part of a security officer's equipment worn while on duty.
- BWCs are to be used as an overt recording device and are not to be used in covert activities.

3. Step-by-step procedures

STEP 1: ALLOCATION OF BWC	
<p>At the beginning of your shift, you will be allocated a BWC for the duration of the shift using the Kiosk system. The Kiosk system does NOT replace the requirement to sign on/off to the shift in the established sign-on/sign-off system.</p>	 A black kiosk device with a screen and a yellow 'AXON' logo on the right side. On the left side, there is a yellow 'SWIPE HERE' icon.
<p>Use your RFID card (either existing or supplied) to identify yourself to the Kiosk.</p>	
<p>The allocated BWC will chime and flash to indicate identification was successful, it is operational and ready for use (it is now switched on). You may remove the BWC from the Dock.</p>	 A black dock containing several BWC units. One unit is partially removed from the dock.
<p>Three green lights around the large centre button indicate it is ready to be mounted.</p> <p>At the end of this step (step 1) the BWC will be know as “allocated.”</p>	  Two images of the BWC. The top image shows the front of the device with three green lights around the central button and the 'AXON' logo. The bottom image shows the side of the device with a green light and the word 'READY' printed on it.

STEP 2: MOUNTING THE BWC

Select your preferred mounting device from the two provided. You must only use mounting devices provided.

Security officers who have **any implanted electrical medical device** (such as pacemaker, implantable defibrillator, vagal nerve stimulator or similar) must not use the magnet mount. The other mount provided is safe for use.



It will be most comfortable, and visible to others, if you mount the BWC on your upper chest area.

When fitting the BWC to the mounting equipment ensure it:

- is positioned securely and is clearly visible.
- is positioned to maximise the potential capture of footage.
- does not obscure your security licence
- is placed to not interfere with other operational equipment (e.g. two-way radio)
- is not obstructed by other clothing (e.g. jackets) or other items

At the end of this step (Step 2) the BWC will be known as **“mounted.”**



STEP 3: ACTIVATING THE BWC (TO BEGIN RECORDING)

Only activate the BWC where you perceive an imminent risk to the safety of yourself or others arising from threats of violence and/or aggression.

Security officers can't be directed by any other person to commence recording.

Give verbal notification to those in the area that the BWC is to be activated, unless it is not safe, or there is not time, to give such a

Examples of this verbal notification are as follows:

notification. The notification and activation is not dependent on the consent of parties being recorded.

“I am activating this camera for our safety.”
“I am now switching this camera on to record our interaction.”
“My body worn camera is now recording us.”

Press the centre button on the BWC twice to record audio and video. The lights in the centre will turn red and a chime can be heard. The BWC will automatically ‘back capture’ 30 seconds of footage once it is activated.

The BWC will emit a vibration periodically while recording to assure the wearer it is still recording. This will also prompt you to de-activate the BWC after an incident, if you have forgotten.

Where there are multiple security officers present at an incident and in close proximity, all BWCs worn by those present must be activated, with one security officer issuing the verbal notification that activation is occurring.

BWC recording must never be activated, or recording continued, in any circumstances in toilets, bathrooms, washrooms, change rooms, parent rooms or lactation rooms. This is unlawful. Where an incident commences outside of one of these areas but moves into one of these areas activation should be ceased when it is safe to do so.

When the BWC is recording it is known as **“activated.”**



STEP 4: DE-ACTIVATING THE BWC (TO STOP RECORDING)

When you recognise the incident has ‘finished’ you must de-activate the BWC. An incident may be considered finished where:

- Your role in the incident is finalised
- There is no longer an imminent risk to the safety of yourself or others arising from threats of violence and/or aggression
- The need to record the incident is no longer required.

Do this by pressing the centre button twice. The unit will chime and the lights will return to green.

You can not be directed by any other person to cease recording, unless the BWC is being used to record an event or person which is out of the scope of intended use.

If you or one of your colleagues is unable to cease recording, then recording may be ceased manually by your manager/most senior person or another security officer by pressing the unit’s centre button twice (see instructions above).

If you notice another security officer’s BWC is still activated after an incident, remind them that their BWC is recording and is to be de-activated.

When no longer recording, the BWC can be known as “**de-activated.**”



STEP 5: DOCUMENTING THE INCIDENT

The ims+ notifier for an incident is responsible for ensuring that information is included noting that BWC was activated. This must be noted in the “Details” field with the statement “BWC activated”. Activation of BWC does not replace the need for incidents to be documented in ims+. Security staff may also be required to add details of the incident into other forms (e.g. official notebook, Security Incident Report). These other reporting requirements must also include a note that BWC was activated.

STEP 6: END OF SHIFT

Prior to ending your shift, the BWC and mount must be cleaned and returned.

First, wipe the BWC and the mount with the disinfectant wipes provided.
Then place the BWC into the Dock, the Kiosk will register the return of the BWC and no further action is required.

Return the mount to where they are stored.

Report any equipment damage via established equipment fault register and advise your supervisor.

