

Waukesha County Sheriff's Department

Policy and Procedure Manual

659 Body Worn Cameras

Effective Date: 9/14/2026 Date Reviewed: Click or tap to enter a date. Initials of Reviewer: MLL
Date Amended: Click or tap to enter a date.

Pilot Program / Testing and Evaluation Scope

This policy governs the Sheriff's Department Body-Worn Camera (BWC) Testing and Evaluation Program. It applies only to deputies specifically designated to participate in the BWC Testing and Evaluation Program, and to Department members who supervise, maintain, store, access, review, redact, release, or otherwise manage BWC equipment or recordings generated during the program.

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659.1 PURPOSE

1. The purpose of this directive is to establish Department requirements governing the authorized use, operation, maintenance, retention, storage, access, and management of body worn cameras (BWCs), and associated audio/video recordings.
2. This directive also establishes:
 - a. Which Department members are authorized or required to use BWCs;
 - b. Circumstances in which recording is required, permitted, restricted, or prohibited;
 - c. Limitations on recording certain individuals, locations, events, or activities;
 - d. Procedures for preserving, reviewing, releasing, and retaining recorded data; and
 - e. Member responsibilities for the proper care, testing, and reporting of equipment malfunctions.
3. This directive is intended to promote transparency, accountability, evidence collection, officer safety, and public trust while protecting individual privacy rights and maintaining compliance with applicable law.
4. This directive shall be administered in accordance with Wis. Stat. § 165.87, Body Cameras and Law Enforcement, as well as other applicable federal, state, and local laws. It applies to all Department employees and members who use, access, supervise, manage, retain, or otherwise handle BWC equipment or recordings.

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5. The Department shall review this directive and the associated camera program periodically and revise it as necessary.

659.2 POLICY

1. It is the policy of the Waukesha County Sheriff's Department that deputies shall activate their assigned BWC when appropriate to document the performance of official duties, consistent with this directive and applicable law.
2. Deputies shall use recording equipment in a manner that supports the accurate documentation of law enforcement contacts, promotes accountability and transparency, preserves evidence, and protects the rights and privacy interests of individuals.
3. This directive does not govern the use of covert or surreptitious recording devices authorized for undercover operations or other investigative purposes.

659.3 DEFINITIONS

The following definitions are specific to this policy and procedure. Additional definitions can be found in the document labeled 01-Definitions:

1. **Activate/Activation:** To place a BWC into active, or event, mode. When activated, the BWC records both video and audio.
2. **Cloud Storage:** A method of data storage in which digital records are stored on remote, offsite servers and accessed through a secure internet connection. Cloud-storage services are generally provided and maintained by a third-party vendor under a contractual agreement with the Department.
3. **Buffering Mode:** A BWC state in which the device is powered on and ready to record an event. While in buffering mode, the BWC continuously captures video without audio in short, predetermined intervals that are temporarily retained.
4. **Record Subject:** An individual captured by a BWC recording who meets all of the following criteria:
 - a. The individual is depicted in the recording, or the individual's voice is audible in the recording.
 - b. The individual's identity is known to the law enforcement agency.
 - c. The individual is not suspected of committing a crime or other violation of law in connection with the law enforcement officer's presence in the location that was recorded.
 - d. The individual is not a law enforcement officer acting in an official capacity, unless a crime or other violation of law has been committed or is alleged to have been committed against the law enforcement officer while the law enforcement officer was present at the location that was recorded.
5. **Requestor:** Any person who requests inspection or copies of a record, except a committed or incarcerated person, unless the person requests inspection or copies of a record that contains specific references to that person or his or her minor children for whom he or she

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has not been denied physical placement under Wis. Stat. § 767, and the record is otherwise accessible to the person by law.

6. **Sleep Mode:** A feature on the BWC that temporarily disables video buffering and Bluetooth signal activation.

659.4 AUTHORIZED EQUIPMENT AND ACCESS

1. Only BWCs issued or otherwise authorized by the Waukesha County Sheriff's Department may be used by Department personnel while performing official duties.
 - a. The use of personally owned BWCs or other personal recording devices in place of, or in addition to, Department-authorized equipment is prohibited.
2. Department personnel may access and review their own BWC recordings for a legitimate law enforcement or Department business purpose and in accordance with this directive. The member may not share the recordings unless authorized by a supervisor.
3. Access to, review of, or sharing another member's BWC recordings requires supervisory authorization, unless otherwise authorized by this directive or necessary for the immediate performance of official duties.
4. Department personnel shall not access, review, copy, download, share, or otherwise disseminate any BWC recording, including recordings of their own activity, while off duty unless specifically authorized by a supervisor for an official Department purpose.
5. Following an officer-involved shooting, officer-involved death, or other officer-involved critical incident, a supervisor shall take custody of the BWC assigned to each involved or present member, as appropriate. The supervisor shall ensure that all associated BWC recordings are promptly uploaded, preserved, and tagged in accordance with Department procedures.
 - a. No Department member, including the deputy involved, may access, review, copy, download, or share recordings associated with the incident without prior authorization from a supervisor, unless the member has been specifically assigned to investigate the incident or is otherwise authorized by this directive.

659.5 BODY WORN CAMERA PROCEDURES

1. Every member required to wear a BWC or opting to use a BWC is responsible for its proper use, safekeeping, and maintenance.
 - a. Only department members trained on department-issued BWC may use a BWC.
2. Before beginning a tour of duty, deputies shall ensure the BWC they are assigned to operate is functioning properly.
3. All BWCs not in use shall be placed on a charging dock and stored in a department approved storage area.
4. If the BWC is malfunctioning, damaged, or otherwise defective, the deputy shall immediately notify the on-duty supervisor. The deputy shall obtain a functioning replacement BWC, unless otherwise directed by a supervisor.

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- a. The supervisor shall ensure the BWC Administrator, or designee, is notified before the end of the member's tour of duty.
5. If a member attempts to activate a BWC and the device fails to activate or record, the member shall notify an on-duty supervisor as soon as practicable.
 - a. The supervisor shall ensure the BWC Administrator, or designee, is notified before the end of the member's tour of duty.
6. Members shall not use any BWC or BWC media-management system unless they have received appropriate training and authorization.
7. Members who become aware of unauthorized access to or use of a BWC/BWC media-management system shall immediately report the matter to a supervisor or the Sheriff.

659.5.1 BWC RECORDING AND DOCUMENTATION REQUIREMENTS

1. Department personnel are not required to notify individuals that they are being recorded. However, when appropriate and practicable, personnel may inform individuals that the interaction is being recorded.
 - a. If an individual asks whether they are being recorded, Department personnel shall respond truthfully.
2. Department personnel may use BWC inside a private dwelling when the entry is lawful, including when:
 - a. A valid search warrant or arrest warrant authorizes entry;
 - b. A person with actual or apparent authority provides consent to enter; or
 - c. A recognized legal exception permits law enforcement entry without a warrant.
3. Once activated, the BWC shall remain activated and record continuously until the member's involvement in the event has concluded, unless an exception under this directive applies.
 - a. Personnel may temporarily mute BWC audio while maintaining video recording when discussing operational strategies or tactics with other Department members.
 - i. Before muting the audio, the member shall verbally state the reason for the mute on the recording. Audio shall be restored promptly when the strategy or tactical discussion has concluded. The member shall verbally note that recording has resumed.
4. When a member intentionally places the BWC in buffering mode before the conclusion of an event, the member shall make a verbal statement on the recording explaining the reason, unless impracticable due to safety, emergency, or other operational circumstances.
5. Each report prepared by a member who wears a BWC shall indicate whether applicable recorded media is available or unavailable. When applicable, the report shall also document:
 - a. To the extent practicable and relevant, the identity of individuals depicted or captured in the recording and the relevant content of the recording;

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- b. The reason recorded media is unavailable, including any equipment malfunction, damage, battery issue, or other circumstance that prevented the BWC from capturing all or part of the event;
 - c. Any exigent or other circumstances that prevented activation of the BWC at the beginning of the event; and
 - d. Any portion of the event during which the member places the BWC in buffering mode or mutes the BWC, including the reason for buffering mode or muting.
- 6. When a BWC recording is associated with a traffic citation, warning, or equipment repair notice, the applicable document shall indicate that BWC footage was captured.
- 7. While inside a Department facility, personnel may place their BWC in sleep mode when they are not engaged in law enforcement contact or another activity requiring BWC activation. Sleep mode temporarily disables video buffering and Bluetooth activation. Personnel shall promptly return the BWC to buffering mode and activate the BWC as required when engaging in law enforcement contact within a Department facility.

659.5.2 BWC READINESS AND REQUIRED ACTIVATION

- 1. Members who utilize BWCs shall inspect and test the equipment before each tour of duty or deployment to ensure it is operational, adequately charged, and properly positioned.
 - a. Members wearing a BWC shall wear it on their outermost garment positioned at or near chest level and as close to the center of their body as practicable. Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.
- 2. While in the field, members shall keep their BWC powered on in buffering mode. When responding to a call for service, members shall activate their BWC as soon as practicable.
- 3. Members shall activate their BWC when they reasonably anticipate taking law enforcement action. Law enforcement actions include, but are not limited to:
 - a. Responding to calls for service;
 - b. Self-initiated contacts, searches, investigatory stops, and traffic stops;
 - c. Pursuits;
 - d. Traffic-crash responses and investigations;
 - e. Preliminary or follow-up investigations;
 - f. Prisoner or detainee transports; and
 - i. During an extended transport, including prisoner, mental-health, or juvenile transports, members may place their BWC in buffering mode when active recording is no longer necessary.
 - 1. Members shall not place the BWC in sleep mode or power it off during the transport.
 - ii. Members shall promptly activate the BWC if the transport becomes adversarial, a medical emergency occurs, evidentiary information becomes available, or any other circumstance arises in which recording is required or reasonably appropriate.

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- g. Transferring custody of an inmate at a jail, correctional facility, or law enforcement agency.
- 4. Each member participating in a law enforcement action shall independently activate their BWC, regardless of the number of other members present or whether another member is recording the event.
- 5. Members shall record juveniles under the same circumstances in which they would record an adult, subject to applicable law and this directive.
- 6. Members shall not compromise their safety or the safety of others to activate the BWC. When activation is required but immediate activation is not safely practicable, the member shall activate the BWC as soon as reasonably practicable.

659.5.4 UPLOADING BWC MEDIA

- 1. Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly uploaded and tagged by the end of the member's shift.

659.5.5 TAGGING BWC MEDIA

- 1. Members should tag all media captured by their BWC with the case or incident number, and the event type. BWC media should be tagged prior to uploading. The media should be tagged using the most appropriate event type and be consistent with other deputies responding to the same incident.
- 2. BWC media depicting sensitive circumstances or events shall be assigned the appropriate tag to restrict access. Access to these recordings shall be limited to authorized personnel with a legitimate law enforcement, supervisory, administrative, legal, or evidentiary need.
- 3. BWC media should be tagged for supervisor review when it pertains to a significant event such as:
 - a. An incident that is the basis of a formal or informal citizen's complaint or an incident where a citizen indicates they are going to file a citizen's complaint.
 - b. An event that has attracted or is likely to attract significant media attention.
 - c. When a use of force incident has occurred.
- 4. Supervisors shall take custody of the involved member's body-worn camera, ensure the recorded footage is downloaded, and ensure the footage is properly tagged following any of the following incidents:
 - a. A member sustains a serious injury or a line-of-duty death occurs.
 - b. A member is involved in an officer-involved shooting.
 - c. A member is involved in an officer-involved death.
 - d. A member is involved in a critical incident.
 - e. A member discharges a firearm at a person or during a call for service, except when dispatching an injured wild animal.
- 5. Supervisors should conduct audits at regular intervals to confirm BWC media is being properly uploaded and tagged by their subordinates.

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659.6 EXCEPTIONS TO USE OF BODY WORN CAMERAS

1. Personnel may put their BWC in buffering mode when recording is not required by this directive and one of the following circumstances applies:
 - a. When interacting with:
 - i. A victim, witness, or suspect who requests not to be recorded while providing a statement, provided the request is clearly made while the BWC is activated and recording; or
 - ii. A person in custody who is receiving medical treatment or awaiting medical clearance at a hospital, unless enforcement or investigatory action is reasonably anticipated, there is a heightened risk of additional criminal activity or escape, the person makes voluntary statements, or the member is collecting evidence, such as during a legally authorized blood draw.
 - b. While inside a person's residence without a search warrant, when a resident or other person with lawful authority requests the recording cease, provided the request is clearly made while the BWC is activated and recording.
 - c. During a mental-health evaluation, when the evaluating mental-health professional requests that recording devices be turned off. Personnel may place their BWC in buffering mode only when doing so does not compromise officer safety, public safety, evidentiary needs, or an ongoing law enforcement action. If the deputy determines that continued recording is necessary, the deputy shall clearly advise the mental-health professional that the recording device will remain activated and document the reason for doing so, when appropriate. Personnel shall reactivate recording as soon as the evaluation concludes or circumstances again require recording.
 - d. During a custodial interrogation or interview conducted in a room equipped with an approved recording system, provided that system is used to record the interrogation or interview in place of the BWC.
 - e. When responding to a bomb threat or suspicious package, when use of a BWC could create a safety risk or potentially trigger an explosive device. Personnel shall follow applicable bomb-threat and explosive-device safety procedures.
 - f. In a courtroom unless responding to a call for service or emergency situation.
 - g. When members are engaged in casual or informal contacts with members of the public that are unrelated to law-enforcement duties. Members shall activate the BWC when such contact becomes hostile, adversarial, or otherwise develops into a law-enforcement encounter.
 - h. When specifically authorized by a supervisor.
2. These examples are not intended to prohibit or discourage BWC use when recording is lawful, appropriate, and reasonably necessary for law enforcement, evidentiary, safety, or Department business purposes. Rather, they identify circumstances in which activating the BWC recording would not ordinarily be required.

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659.6.1 PRIVACY CONSIDERATIONS

1. Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.
2. When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed), members are permitted to mute or place their BWC in buffering mode if it reasonably appears that the privacy concern outweighs any legitimate office interest in recording the event.
3. When practicable, members should mute their BWCs rather than place them in buffering mode. Members should use buffering mode only when muting will not provide the level of privacy necessary under the circumstances.
4. Before muting or placing the BWC in buffering mode, the member should verbally narrate the reason on the recording. As soon as possible once the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the department's interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

659.7 PROHIBITED USE OF BODY WORN CAMERAS

1. Members shall not use BWCs in the following circumstances:
 - a. In restrooms, locker rooms, or other areas where individuals have a reasonable expectation of privacy.
 - i. Exception: Members may record in these areas when present for a legitimate law enforcement purpose and when recording is necessary to document the encounter and preserve evidence.
 - b. To intentionally record the conversations or actions of Department personnel, including personnel from other law-enforcement or public-safety agencies, without their knowledge during non-enforcement activities.
 - c. To record off-duty, personal, or non-work-related activity.
 - d. During strip searches or body-cavity searches.
 - e. For any purpose unrelated to official law-enforcement or Department business.
 - f. To embarrass, harass, ridicule, or otherwise demean any individual or group.
2. Nothing in this policy prohibits the use of BWCs for training purposes, provided all personnel participating in or affected by the training are aware that recording is occurring and the recording does not violate any of the prohibitions listed above.

659.8 ACCIDENTAL PROHIBITED RECORDING

1. The Department recognizes that technology and human error may result in an inadvertent recording that is prohibited by this directive.

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2. If an inadvertent prohibited recording occurs, the involved member shall immediately notify a supervisor. The supervisor shall tag the recording so as to restrict access to the file and shall not review the recording.
3. The supervisor shall email the BWC Administrator, copying the involved member, and document:
 - a. The circumstances and apparent cause of the accidental recording; and
 - b. Any recommended training, equipment, or directive changes intended to prevent similar incidents.
4. If the accidental recording resulted from operational error, the supervisor shall promptly review the applicable camera operation and directive requirements with the involved member. If the recording resulted from an equipment malfunction, the supervisor shall remove the camera from service and issue a replacement camera.
5. The BWC Administrator may review the recording to identify any training issues that may need to be addressed and to determine whether the recording should be retained beyond the standard 120-day retention period. If the BWC Administrator determines that extended retention may be necessary, they shall ensure the recording is appropriately retained.

659.9 SYSTEM INTEGRITY

1. Supervisors may access and review BWC recordings by members under their command. Supervisors should:
 - a. Review BWC recordings relating to a significant event; and
 - b. Conduct periodic reviews of a representative sample of each subordinate's BWC media, to evaluate performance, verify compliance with department policy and procedures, and identify any need for additional training. Reviews should include a variety of incident types when practicable.
2. When appropriate, supervisors should review BWC recordings with the recording member to provide guidance or informal one-on-one training. This training should be documented in the employee's work history sheet.
3. BWC recordings are law-enforcement-sensitive records and may constitute evidence. Original, unedited recordings shall be securely maintained for the applicable retention period.
4. Only specifically authorized Records Division personnel, Detective Bureau personnel, Evidence Custodians, and BWC Administrators or their authorized designee may copy, edit, redact, export, or otherwise modify recordings for legitimate law-enforcement purposes, including discovery production and response to public-records requests. Any authorized person who copies, edits, or redacts shall preserve the original recording and comply with applicable law and Department records-management requirements.
5. Only the BWC Administrator or authorized designee may access or modify storage and retention settings.
6. Department personnel shall not:

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- a. Use a personal cellular phone or other personal devices to access or view BWC footage unless specifically authorized by the Sheriff or Sheriff's designee for official Department business.
 - b. View BWC recordings while off duty, unless specifically authorized by the Sheriff or Sheriff's designee for official Department business.
 - c. Download, transfer, copy, store, or transmit Department digital evidence to a personal device, personal account, or unauthorized storage location.
7. Department members may view BWC footage only as authorized by this directive.
8. Investigators may review BCW footage pertaining to their assigned cases.
9. BWC media systems shall only be accessed by authorized members using the member's own login credentials.

659.10 DATA RETENTION

1. Except as provided in 2., 3., and 4. of this section, all BWC data shall be retained for a minimum of 120 days after the date of recording.
 - a. A person who wishes to make a preservation request must submit a public records request to the department within 120 days after the date of the recording.
2. BWC data that is used in a litigation hold, criminal, civil, or administrative proceeding may not be destroyed except upon final disposition, including appeals, a determination from the court or hearing examiner that the data is no longer needed, or an order from the court or hearing examiner.
3. BWC data that captures any of the following shall be retained until final disposition of any investigation, case, or complaint to which the data pertains:
 - a. An encounter that resulted in the death of any individual or when there is an alleged physical injury to an individual.
 - b. An encounter that resulted in a custodial arrest.
 - c. A search during an authorized temporary questioning as described in § 968.25 (i.e. Terry Stop).
 - d. An encounter that included the use of force by a law enforcement officer (does not apply to the destruction of an injured wild animal).
4. A request for retention of BWC footage beyond 120 days may be made by: a law enforcement officer; a law enforcement agency; police and fire commission; a prosecutor; a defendant; or a court that determines that the BWC data has evidentiary value in a prosecution.

659.11 CRITICAL INCIDENTS

1. When a deputy is involved in an Officer Involved Critical Incident or Officer Involved Death, as defined in document, 01 - Definitions, or an Officer Involved Shooting, the deputy shall continue recording until the scene is secure, unless an exception authorized by this directive applies or a supervisor directs otherwise.

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2. Once the scene is secure, the involved deputy and witnessing deputies shall surrender their BWC to an on-scene supervisor. The supervisor shall maintain the BWC and any associated digital evidence in accordance with applicable chain-of-custody procedures. The supervisor shall ensure the BWC recordings are preserved, uploaded, and tagged properly.
3. An involved or witnessing deputy shall not view any camera footage, BWC footage associated with the incident without authorization from the Sheriff or the Sheriff's designee.
4. Involved and witness deputies should be requested to participate in a formal interview before viewing related camera footage, BWC footage, or other definitive forensic evidence. If a deputy declines to participate in an interview without first reviewing the related digital evidence, investigators shall consult with the prosecuting attorney, as appropriate.
5. Nothing in this directive prohibits the investigating agency or prosecuting attorney from authorizing a deputy to review relevant camera footage, BWC footage, or other digital evidence before an interview.
6. When a deputy agrees to participate in a formal interview before reviewing related digital evidence, investigators shall complete and document a detailed interview. After the interview is complete, the deputy shall be offered an opportunity to review the relevant digital evidence. The deputy may decline the opportunity to review the evidence.
7. Investigators may, but are not required to, be present while a deputy reviews the digital evidence. Following the review, the deputy shall be provided an opportunity to provide additional information or a supplemental statement. Investigators shall document any additional statement. The investigators' documentation of the interview and any supplemental statement shall serve as the deputy's report of the incident.

659.12 DEPARTMENT REVIEW

1. Members may review recordings they created for department related purposes and are encouraged to do so when necessary to ensure the accuracy and completeness of reports, statements, and other official documentation.
 - a. This provision does not apply to members involved in an officer involved shooting, officer involved death, officer involved critical incident, or as otherwise determined by a supervisor.
2. Supervisors may periodically review BWC recordings for legitimate supervisory and administrative purposes, including to:
 - a. Evaluate member performance;
 - b. Verify the proper operation and use of BWC equipment; and
 - c. Identify recordings that may be appropriate for Department training.
3. Recordings shall be used for training purposes only with the consent of the members depicted or recorded, unless otherwise authorized by the Sheriff or the Sheriff's designee.

659.13 ADMINISTRATIVE REVIEW

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1. The Sheriff or the Sheriff's designee shall have access to all BWC recordings. Recordings may be reviewed for administrative, investigative, supervisory, evidentiary, training, or other authorized Department purposes.
2. At a minimum, recordings associated with the following shall be reviewed, as appropriate:
 - a. Citizen complaints;
 - b. Internal investigations;
 - c. Use of force;
 - d. Vehicle pursuits;
 - e. Officer Involved Shootings;
 - f. Officer Involved Deaths; and
 - g. Officer Involved Critical Incidents.

659.14 BODY WORN CAMERA DATA ACCESS & REDACTION

1. The Records Manager, or designee, shall be primarily responsible for reviewing, redacting, and coordinating the release of BWC recordings in response to public-records requests and other lawful requests for disclosure.
2. The Records Manager, or designee, authorized Detective Bureau personnel, or an Evidence Custodian may release BWC recordings in response to discovery requests, subpoenas, and other lawful requests for disclosure.
3. The Department shall process requests for BWC recordings in accordance with Wisconsin's Public Records Law, applicable discovery obligations, and Wis. Stat. § 175.47.
4. There is a statutory public policy presumption that BWC data depicting a record subject who is a victim of a sensitive or violent crime or is a minor is not subject to disclosure. Access may be provided only when the public interest favoring disclosure outweighs the public policy interest in protecting the privacy of the record subject.
5. The privacy presumption for a victim of a sensitive or violent crime does not apply when the record subject, or the record subject's next of kin when the record subject is deceased, does not object to release of the data. The privacy presumption for a minor does not apply when the minor's parent or legal guardian does not object to release.
6. The Department shall also protect the privacy of a record subject recorded in a location where the person has a reasonable expectation of privacy. Access to such BWC data may be provided only when the public interest favoring disclosure outweighs the public policy interest in protecting privacy. When disclosure is authorized, the Department may redact the record subject's face and other identifying information as permitted or required by law.
7. The privacy presumption for a record subject recorded in a location where there is a reasonable expectation of privacy does not apply when the record subject does not object to disclosure.
8. Nothing in this directive prohibits the release of BWC data as authorized by Wis. Stat. § 175.47(5)(b) in connection with an investigation of an officer-involved death incident.
9. A requester who believes the Department improperly withheld or redacted BWC data may pursue the remedies available under Wis. Stat. § 19.37(1).

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659.14.1 BWC MEDIA

1. All BWC media is the sole property of the Waukesha County Sheriff's Department. Members shall have no expectation of privacy or ownership interest in the content of BWC media.
2. All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer.
 - a. Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the Waukesha County Sheriff's Department and shall not be used by the vendor for any purpose without explicit approval of the Sheriff or the authorized designee.
3. Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Sheriff or the authorized designee.

659.15 TRAINING

1. All sworn Department members who are required or reasonably expected to use a BWC system shall complete training on all applicable provisions of this directive before being authorized to wear a BWC.
2. All sworn and non-sworn employees who use, maintain, store, manage, redact, or release BWC data shall receive training appropriate to their assigned responsibilities. Training shall address this directive and applicable procedures for system use, security, access, retention, redaction, release, and handling of recorded data.
3. The BWC Administrator, or designee, shall coordinate required BWC training for sworn personnel. At a minimum, training shall include:
 - a. Review of this directive;
 - b. Review of Wis. Stat. §165.87;
 - c. Instructions on the operation, features, and limitations of BWC; and
 - d. When appropriate, scenario-based training on required activation, buffering mode, recording, tagging, and digital-evidence-management procedures.
4. The Records Manager, or designee, shall coordinate the required BWC training for non-sworn employees based on their assigned responsibilities and level of access to BWC data. At a minimum, training shall include:
 - a. Review of this directive;
 - b. Review of Wis. Stat. §165.87; and
 - c. Review of redaction procedures;

659.16 BODY WORN CAMERA ADMINISTRATOR

1. A command staff member shall be designated as the BWC Administrator and shall be responsible for the administration, training, maintenance, inventory, and management of the Department's BWC.

Waukesha County Sheriff's Department

Policy and Procedure Manual

659 Body Worn Cameras

Effective Date: 9/14/2026 Date Reviewed: Click or tap to enter a date. Initials of Reviewer: MLL
Date Amended: Click or tap to enter a date.

2. The Sheriff or authorized designee may assign additional BWC administrative responsibilities to the BWC Administrator or other qualified personnel. Responsibilities may include:
 - a. Serving as the liaison between the Department, BWC manufacturers or distributors, and third-party media-storage vendors;
 - b. Developing and maintaining procedures for issuing, tracking, and inventorying BWC equipment, including identifying equipment as Department property and documenting the dates equipment is placed in service or removed from service;
 - c. Assisting with troubleshooting, maintenance, repair, replacement, and configuration of BWC equipment and media-management systems. Equipment and system malfunctions, repairs, and resolutions shall be documented, and maintenance records shall be retained;
 - d. Managing access to BWC media systems to ensure access is limited to authorized users and that user permissions are restricted to those necessary to perform assigned duties. Appropriate security measures, including multifactor authentication and password requirements, shall be maintained;
 - e. Configuring media-management systems, or establishing manual procedures when necessary, to ensure recorded media is properly tagged and retained according to the event type and applicable retention requirements;
 - f. Developing training for members;
 - g. Ensuring the current version of this policy is posted on the Department's website; and
 - h. Periodically review the BWC practices for compliance with this policy and applicable law, including Wis. Stat. § 165.87.

Eric J. Severson
Sheriff

This Policy& Procedure cancels and supersedes any and all previous written directive relative to the subject matter contained herein.

MLL 09/14/2026 – Policy Implementation