

# KERN COUNTY SHERIFF'S OFFICE

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## **TRAINING BULLETIN**

**DATE:** June 27, 2025

### **Policy Refresher– KCSOPPM J-3600: Body Worn Cameras (BWC)**

In order to ensure best practices and compliance with KCSOPPM J-3600, this training bulletin was developed and outlines policy expectations, activation requirements, definitions, and procedural safeguards. All personnel assigned a BWC shall be familiar and comply with KCSOPPM J-3600.

#### **Policy Highlights**

##### **1. Functional Definitions**

- Live Stream: Allows real-time remote viewing via Evidence.com
- Watch Me Mode: Deputies can signal command to initiate a Live Stream
- Bi-directional Communication: Enables two-way voice communication during Live Stream

##### **2. Activation Requirements**

As soon as practical and safe, personnel shall make all reasonable efforts to activate their BWC's at the time they are dispatched to all calls for service and during all law enforcement related encounters that occur while on duty:

- For deputies with an extended response time, the deputy shall activate their camera no-less than three miles from the call for service, unless other factors (Code-3 response etc) are present which dictate the need for earlier BWC activation

Deputies shall keep their BWC's activated for the entirety of the call for service.

##### **3. Specialized Units (SWAT/CNT/Bomb Squad)**

BWCs must be worn and activated during:

- Arrests or actions likely to provoke subject response
- Tactical entries and team operations
- As ordered by the SWAT/Bomb Commander

Sleep and mute functions are allowed for briefings, administrative duties, and private activities, but only under strict conditions.

#### **4. Mute Function Use**

- Only allowed for administrative discussions (e.g., tactics, training, command consultation)
- Deputy must verbally state the reason before muting and unmute as soon as finished
- Misuse or failure to reactivate audio is subject to disciplinary action

#### **5. Sleep Mode Use**

Permitted during:

- Non-work activities (e.g., restroom, personal calls)
- Administrative duties at a workstation, Code-7, or writing reports
- Deputy must return camera to “Ready Mode” afterward

#### **6. When BWC Activation is Prohibited**

- Non-work personal activity
- Confidential conversations (e.g., lawyers, doctors, victims requesting anonymity)
- Schools, restrooms, private areas, or medical facilities, unless taking enforcement action
- Recordings that could compromise informants or undercover operations

#### **7. Documentation Requirements**

- Document the reason for failure to activate BWC in LERMS/JMS or CAD comments
- Use the heading “Physical Evidence” in reports when referencing video

#### **8. Recording Victim/Witness/Civilian Statements**

- Attempts should be made to record victim/witness statements
- Audio-only or written statements are allowed when on-camera refusal is made
- Civilian complaint recordings must be clearly labeled

#### **9. Supervisor Responsibilities**

- Sergeants may review BWC footage under J-3650

- In critical incidents, supervisors shall take custody of BWCs and ensure timely upload

### **10. Bi-Directional Communication Protocol**

- Only used during Live Stream
- Limited to 25 participants
- All communication must be professional and recorded

### **11. CAD Integration**

- BWC will auto-activate if unit status changes to 'Arrive' in CAD
- Audible signal will alert user unless device is in silent mode

### **12. Retention and Classification**

- Recordings are stored for a minimum of 25 months
- Deputies must tag videos within one week using case/incident number
- Jail recordings are labeled "JAIL" or by CJIS/criminal category
- Non-BWC evidence must be uploaded and tagged accordingly

### **Action Required:**

All personnel assigned BWCs must:

- Ensure they comply with activation, documentation, and storage protocols
- Direct questions or non-urgent equipment/system issues to the BWC Unit at [BWCRequest@kernsheriff.org](mailto:BWCRequest@kernsheriff.org) or call 661-391-7490.

The above information is a summary of the guidelines and requirements contained within KCSO J-3600, and personnel are required to read the policy in its entirety which can be accessed via the link below.

[J 3600 - Body Worn Camera.docx](#)

By acknowledging this training bulletin, you are indicating you have read and understand both this training bulletin and KCSOPPM J-3600. All personnel in the Deputy Sheriff, Detentions Deputy, Park Ranger, and Community Service Technician ranks are required to review and acknowledge this training bulletin no later than **August 1, 2025.**