



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Public Safety</b>		<b>Policy Number: PS0009</b>	
<b>Approved Date: June 23, 2020</b>	<b>Effective Date: June 23, 2020</b>	<b>Revision Date:</b>	
<b>Authority: 12<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 4</b>	

**Topic: BODY WORN CAMERA**

**Policy Statement:**

The Town of Happy Valley-Goose Bay (Town) understands the requirement to establish guidelines and procedures for the use of Body Worn Camera's (BWC) to ensure the balance between the protection of privacy of the residents and the need for safe and secure environment within the Town.

The Policy has been developed to be in compliance with the Access to Information and Protection of Privacy Act (ATIPPA), 2015 and the Office of the Information and Privacy Commissioner (OIPC) guidelines for Video Surveillance by Public Bodies in Newfoundland and Labrador, 2015.

This Policy governs the installation and operation of Body Worn Camera's, the collection and use of personal information and the custody, control, retention, dissemination and disposal of information obtained using the BWC.

In any instance where this Policy is in contravention of the applicable legislation, the legislation will take precedence.

**Use of Body Worn Camera Surveillance information:**

The BWC is a small audio-video recorder with the singular purpose of recording audio/visual files, specifically designed to be mounted on a person.

The information collected through the BWC shall be used for:

- To investigate an incident involving the safety and security of people, facilities, or assets.
- To provide evidence in a legal matter.



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**Application:**

This Policy applies to:

- All Town of Happy Valley-Goose Bay BWC recording devices and hardware.
- Mayor, Councilors and Employees of the Town of Happy Valley-Goose Bay.

**Procedures:**

The Municipal Enforcement Officer (MEO) who is wearing a BWC shall activate its recording functions as soon as practically possible under the following circumstances:

- All encounters between the MEO and persons within the community that is or could be a result of an incident complaint
- All responses to calls for service
- All initiated investigations/ traffic stops
- When advised to do so by the Town Manager

The MEO will not compromise their safety or the safety of others to obtain BWC recordings when activation is not practically possible.

**Access to BWC data:**

The following persons will have access to playback, copying and disclosing recorded data:

- Town Manager
- Municipal Enforcement Officer/ Community Constable

The following persons will have access to playback of recorded data:

- Mayor and Councilors



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**Responsibilities:**

Municipal Enforcement Officer:

- At the beginning of each shift, the Municipal Enforcement Officer will:
  1. Ensure the issued BWC has been fully charged and is functioning properly
  2. Notify the Town Manager if the BWC is malfunctioning or is damaged
- During shift, the Municipal Enforcement Officer wearing the BWC will:
  1. Activate the BWC as outlined in the 'Procedures' Section.
  2. Document the existence of a BWC recording in all appropriate documents, including but not limited to; Occurrence Reports, MV Traffic Stops, Summary Offences.
  3. If the MEO fails to activate the BWC, fails to record the entirety of an interaction, interrupts the recording or the BWC malfunctions or is damaged, the MEO shall document the respective circumstances in the Occurrence Report.

Town Manager:

1. Ensure the MEO operate the BWC in accordance with this policy.
2. Conduct a weekly review of five (5) randomly selected BWC recordings to ensure that the MEO is operating their BWC in accordance with the policy.
3. Ensure that the information obtained using the BWC is being used exclusively for lawful purposes.
4. Provide authority to any requests made by law enforcement agencies for access to recorded data.
5. Initiate investigations of alleged privacy breaches
6. Responsible for the implementation, administration and evaluation of BWC operations in accordance with this policy.



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ATIPP Coordinator:

1. Process all applications with respect to 'Access to Information Requests' for stored recorded data with the following exception;
  - a. Refer requests by law enforcement agencies for stored recorded data to the Town Manager

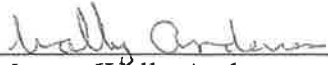
**Retention of BWC recorded files:**


- Only the MEO and the Town Manager will have access to recorded files.
- All recordings that are not in use will be stored securely in a locked receptacle in the MEO office.
- Each BWC that has been used will be dated and labelled with identifiable file number.
- A 'Log' shall be kept to record all instances of access to, use of, deletion of any recorded files.
- Recording Logs should be administered and maintained electronically.
- Any recorded BWC files that have not been viewed for a period of ninety (90) days should be deleted.
- Any BWC file that has been used or is being used by the Town in relation to an ongoing investigation or legal proceeding by the Town or law enforcement officials shall be retained for a period not exceeding seven (7) years or until the legal proceedings are concluded.

**Disclosure of BWC files:**

Personal information will not be disclosed except in accordance with ATIPPA, 2015.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

  
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Mayor, Wally Andersen

  
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Town Manager, Robert Andrews