



Council Policy 503 BODY WORN CAMERAS

References:

Access to Information Act
Protection of Privacy Act
Municipal Government Act
Records Management Bylaw
Privacy Management Plan

Effective Date: December 17, 2025

Council Resolution No: 2025-284

POLICY STATEMENT

The Village of Warner is committed to fostering a safe, transparent, and accountable environment for employees, patrons, and visitors. The use of body worn cameras (BWCs) by Village employees is intended to enhance safety, ensure accurate documentation of incidents, and support the responsible delivery of municipal services. Body worn cameras (BWCs) shall be used in a manner that respects privacy, complies with applicable legislation, and maintains public trust.

PURPOSE

The purpose of this policy is to establish clear guidelines for the use, management, and storage of Body Worn Camera recordings by Village of Warner employees. The policy aims to:

- Promote safety and security for employees and the public
- Provide accurate documentation of interactions and incidents
- Support investigations and incident reviews
- Ensure compliance with the Access to Information Act (ATIA) and other relevant laws
- Maintain consistent and appropriate use of recording technology

SCOPE

This policy applies to:

- All Village of Warner employees as directed by the Chief Administrative Officer.
- Any contracted or temporary staff authorized by the Village to wear Body Worn Camera's (BWC's).

This policy does not apply to law enforcement agencies operating under separate authority or policy.

DEFINITIONS

"Body Worn Camera (BWC)" means a portable audio-video recording device worn on an employee's person for the purpose of capturing interactions, incidents, or observations during the performance of official duties.



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“Recording / Footage” shall mean any audio, video, or still image captured by a Body Worn Camera's (BWC's).

“Activation” means the process of turning on the Body Worn Camera's (BWC's) to begin recording footage.

“Personal Information” shall mean recorded information about an identifiable individual as defined under ATIA legislation.

“Secure Storage System” shall mean the Village approved digital storage platform used to upload, retain, manage, and delete Body Worn Camera's (BWC's) footage.

RESPONSIBILITIES

Council

- Approve the policy and any subsequent amendments.

Chief Administrative Officer (CAO)

- Ensure administrative procedures align with this policy
- Oversee staff training and compliance
- Authorize access to recorded footage

Supervisors / Management

- Ensure employees understand and comply with the policy
- Report misuse or non-compliance
- Manage requests for footage access or review

Employees Wearing BWCs

- Use body-worn cameras only as authorized
- Operate equipment in accordance with procedures
- Protect the privacy and dignity of all individuals
- Promptly report equipment malfunctions or incidents involving camera use

PROCEDURES

1. Issuance and Training
 - Employees must complete Village approved training before being authorized to use a Body Worn Camera's (BWC's)
 - Training shall include device operation, (Access to information Act) ATIA requirements, privacy obligations, and incident documentation.
2. Activation Requirements

Employees shall activate their Body Worn Camera's (BWC's) during:



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- Interactions with members of the public that may escalate into confrontational or unsafe situations
- Any incident involving policy violations, safety concerns, property damage, or potential liability
- When directed by a supervisor

Employees shall not record:

- In private areas where patrons have a reasonable expectation of privacy (e.g., change rooms, washrooms)
- During personal breaks
- When recording would violate legislation or Village policy

3. Deactivation

The Body Worn Camera's (BWC's) shall be deactivated when:

- The interaction or incident has concluded
- Recording would compromise privacy or is prohibited by law
- Directed by a supervisor for operational or safety reasons

4. Notification

Where reasonable and safe, employees should inform individuals that recording is taking place.

5. Uploading and Storage

- Footage must be uploaded to the Secure Storage System before the end of each shift
- Employees may not edit, delete, or disseminate footage
- Retention periods will follow ATIA and municipal records management guidelines

6. Access and Review of Footage

- Only authorized personnel may access recordings
- Footage may be reviewed for:
 - Incident documentation
 - Safety concerns
 - Complaint resolution
 - Staff training
 - Legal or Access to Information Act (ATIA) requests

7. Reporting

Employees must complete an incident report when:



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- A significant event was recorded
- A malfunction prevented recording during an incident
- Footage may be needed for investigation or evidence

8. Malfunctions

Any equipment malfunction must be reported to a supervisor immediately. A replacement device will be issued when available.

STANDARDS

1. All Body Worn Camera use must comply with the Access to Information Act (ATIA), the Municipal Government Act, and relevant Village bylaws.
2. Footage will be stored securely and retained only for the legally required duration.
3. Unauthorized access, copying, editing, disclosure, or distribution of footage is strictly prohibited and may result in disciplinary action.
4. Body Worn Camera's (BWC's) must be worn in a visible location on the employee's uniform.
5. The Village will audit use and storage practices regularly to ensure compliance and accountability.