



DEPARTMENT DIRECTIVE

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Title: Correctional Body-Worn Camera Program	Directive Number: OPS.110.0055 – Revised
Related Statute and Regulations: Correctional Services Article, §2-103, 9-601, and 11-206, Annotated Code of Maryland; and Human Services Article, §9-237 (a) and (c), Annotated Code of Maryland.	Supersedes: OPS.110.0055 dated January 15, 2025
Related ACA and MCCS Standards: N/A	Responsible Authority: Sameka Watford-Woodson Director of Security Operations
Related Directives: DPDS.110.0003 - Security Equipment OPS.020.0003 - Reporting Serious Incidents OPS.110.0005 - Use of Force Procedures Manual	Issued Date: May 26, 2026 Effective Date: May 23, 2026
Variance: Each facility may issue a facility directive if necessary to implement and comply with this Department directive.	Number of Pages: 14

.01 Purpose.

The purpose of this policy is to implement a body-worn camera program within the correctional facilities of the Department and to provide guidance to correctional employees when utilizing a body-worn camera during the course of their job duties.

.02 Scope.

This directive applies to Department of Public Safety and Correctional Services (Department) correctional facilities where a Correctional BWC Program has been implemented and correctional officers are assigned to wear a body-worn camera.

.03 Policy.

A. It is the policy of the Department to:

- (1) Promote safety and transparency, and document qualifying events as described in this policy; and
- (2) Accurately document and visually record critical incidents and contact with incarcerated individuals.

- B.** In the performance of a correctional officer's assigned duties, a correctional officer shall use only a body-worn camera issued by the Department. All body-worn camera data, images, video, audio, and metadata that is captured, recorded or otherwise produced by the equipment is the sole property of the Department. The use of privately owned body-worn equipment is prohibited. Department employees are prohibited from using Department body-worn cameras for secondary employment.
- C.** A correctional officer equipped with a body-worn camera shall use it in accordance with this directive. Body-worn cameras shall be utilized to ensure transparency, and to foster trust and safety within our facilities.
- D.** This policy does not govern the use of recording devices used in undercover operations.
- E.** This policy does not govern the use of body-worn camera devices in the Division of Parole and Probation or the Centralized Home Detention Unit.

.04 Definitions.

- A.** In this directive, the following terms have the meanings indicated.
- B.** Terms Defined.
 - (1) "Activation" means the process a correctional officer conducts to begin recording audio and video with a body-worn camera.
 - (2) "Body-Worn Camera (BWC)" means audio and video recording equipment affixed to an officer's uniform or equipment with the capability of capturing, recording, and storing information.
 - (3) "BWC equipment" means cameras, docking stations, and system consoles.
 - (4) BWC Facility Administrator.
 - (a) "BWC facility administrator" means a correctional facility employee authorized to assign roles and view data within the employee's facility.
 - (b) "BWC facility administrator" may be a:
 - (i) Chief of Security;
 - (ii) Assistant Warden; or
 - (iii) Warden.
 - (5) "BWC site coordinator" means the designated correctional facility employee who is a point of contact for all BWC related issues or concerns within the

facility.

- (6) "BWC System Administrator" means a Department employee designated to oversee the BWC system and provide statewide BWC technical and administrative support within the Department.
- (7) "Correctional BWC Program" means a structured initiative by a correctional agency to equip and deploy BWCs for staff, establishing policies and procedures for their activation, recording, data storage, and usage to enhance transparency, accountability, and safety within prisons and jails. These programs aim to improve officer conduct, reduce use-of-force incidents, create a reliable record of events, and support training and evidence management, while also addressing critical issues like incarcerated individual privacy and ethical concerns.
- (8) "Critical incident" means any event or situation that creates a significant risk of disruption to the security or operations of a correctional unit or a significant risk of harm to the physical or mental health, safety or well-being of an individual.
- (9) Incarcerated Individual.
 - (a) "Incarcerated individual" has the meaning stated in CSA, §1-101, Annotated Code of Maryland which states, "'Incarcerated individual' means an individual in actual or constructive custody of the Department."
 - (b) "Incarcerated individual" includes the term "inmate" as stated in CSA, §1-101, Annotated Code of Maryland prior to October 1, 2023.
 - (c) "Incarcerated individual" includes the term "incarcerated person."
- (10) "Sleep mode" means an alternative to powering off the camera that puts the BWC in an idle state that disables recording and buffering.
- (11) Qualifying Event.
 - (a) "Qualifying event" means a situation or event where a correctional officer is required to activate their body-worn camera to capture audio and video recordings.
 - (b) "Qualifying event" includes:
 - (i) Cell search;
 - (ii) Critical incident;
 - (iii) Escort of an incarcerated individual;
 - (iv) Facility counts (formal and informal);

- (v) Incarcerated individual frisk search;
 - (vi) Interactions with aggressive or agitated individuals;
 - (vii) Mass movement;
 - (viii) Opening of cell doors when an officer is physically present at the location;
 - (ix) Opening of a cell door feeding slot;
 - (x) Packing of an incarcerated individual's property;
 - (xi) Routine facility search;
 - (xii) Tier check (security rounds);
 - (xiii) Use of force situation; and
 - (xiv) When deemed necessary to document interaction with incarcerated individuals.
- (c) "Qualifying event" does not include prohibited situations as outlined in §.06B.
- (12) "Use of Force" means the application of physical or other form of control identified in the Use of Force Procedures Manual by an employee, or employees, against a non-compliant individual or individuals for the purpose of controlling behavior and procuring compliance.

.05 Responsibilities.

A. Administration.

- (1) Deputy Secretary of Operations (DSO). The DSO is responsible for:
 - (a) Assigning sufficient staff to properly develop and implement the BWC program, to include assignment of the BWC System Administrator;
 - (b) Developing performance measures to determine if the BWC program is effective in reducing violence, criminal activity, and other inappropriate behavior; and
 - (c) Procuring the resources necessary to implement and maintain the BWC program.
- (2) The Commissioner of Correction, Commissioner of Pretrial Detention and Services, and Director of Patuxent Institution shall ensure that each managing official complies with the policy, procedure, and guidelines for the use of BWCs as set forth by this directive.

B. Security Operations Unit.

- (1) The Security Operations Unit Director (Director) is responsible for:
 - (a) Managing the BWC program;
 - (b) In collaboration with the Office of the Attorney General, establishing retention schedules for specific categories of captured BWC footage and data.
- (2) The Director, or the Director's designee, shall supervise the BWC System Administrator within the Security Operations Unit.

C. BWC System Administrator.

- (1) The BWC System Administrator is responsible for:
 - (a) Providing day-to-day oversight of the BWC Program and managing access, storage, retention and dissemination of BWC records;
 - (b) Maintaining the overall control of user roles within the cloud-based system where BWC records are uploaded, stored and retrieved to include:
 - (i) A user's ability to access and modify data and footage;
 - (ii) Assignment and reassignment of user roles;
 - (iii) Assignment of usernames;
 - (iv) Revocation of access; and
 - (v) User registration;
 - (c) Maintaining the inventory of BWC equipment and facilitating the repair and replacement of BWC equipment through the manufacturer;
 - (d) Serving as contract monitor for the agreement between the Department and the vendor that provides BWC equipment and maintains Evidence.com cloud-based system where BWC records are uploaded, stored and retrieved.
 - (e) Developing a management process for categorizing the digital files on the database where BWC records are stored.
- (2) The BWC System Administrator shall:
 - (a) Be the point of contact for all BWC-related issues or concerns for the Department;
 - (b) Provide training, oversight, and technical support to BWC site coordinators;

- (c) Ensure that BWC footage and data is maintained in accordance with the retention schedule;
- (d) Review, export, redact, and distribute video footage stored on Evidence.com for all Department facilities to external law enforcement and public information requests; and
- (e) Review and maintain BWC footage on the Evidence.com platform in accordance with Department policy and audit requirements.
- (f) Ensure that all BWC footage is stored for at least 7 years in accordance with the Department's Records and Retention Schedule.

D. BWC Facility Administrator and Site Coordinator.

- (1) A BWC facility administrator shall:
 - (a) Designate a BWC site coordinator;
 - (b) Assign facility user roles and access to Evidence.com to staff trained and authorized to use BWCs;
 - (c) Troubleshoot technical issues with BWCs and Evidence.com; and
 - (d) Ensure equipment is operable.
- (2) In conjunction with the BWC System Administrator, a BWC site coordinator shall:
 - (a) Review, export, label, and redact video footage of a qualifying event within that facility for distribution to hearing officers, Administrative Remedy Procedure or Incarcerated Individual Grievance Office coordinators, PREA coordinators, and the Intelligence and Investigative Division;
 - (b) Maintain the facility's inventory of BWC equipment;
 - (c) Facilitate repairs of BWC equipment, docking stations, and consoles;
 - (d) Request replacement BWC equipment; and
 - (e) Report unresolved issues to the BWC facility administrator.

E. Managing Official. A managing official is responsible for:

- (1) Ensuring that correctional officers required to wear a BWC are:
 - (a) Trained to understand the use and care of BWCs; and

- (b) Familiar with and understand the manufacturer's recommendations for wearing and operating a BWC, and documenting BWC footage.
- (2) Assigning a facility site security coordinator; and
- (3) Reviewing BWC footage, assigning footage to the appropriate retention category, and verifying the appropriate reference number.

F. Shift Commander.

- (1) A shift commander shall be responsible for:
 - (a) Ensuring that correctional officers wear and use BWCs according to Department policy;
 - (b) Ensuring that BWCs are manually assigned to officers when there are network connectivity issues or when officers do not have their Department ID Card or Time-Clock Plus (TCP) fob;
 - (c) Providing training and technical assistance on the proper use and maintenance of BWCs;
 - (d) Correcting a correctional officer's minor violation of this policy;
 - (e) Overseeing the issuance and return process of BWCs;
 - (f) Ensuring that all BWCs are accounted for at the beginning and end of each shift; and
 - (g) Promptly addressing any reported malfunctions or issues with BWCs and ensuring that the affected devices are repaired or replaced as needed.
- (2) A shift commander shall:
 - (a) Review evidentiary video to determine if it has been properly categorized; and
 - (b) In coordination with the BWC site coordinator, ensure that all data is documented and labeled in accordance with [§.07C\(2\)](#).

G. Correctional Officer (Officer).

- (1) An officer is responsible for:
 - (a) Properly affixing a BWC to the officer's uniform in accordance with the manufacturer's recommendations); and
 - (b) Activating the BWC during qualifying events as described in §.06A of this directive.

- (2) It is the responsibility of the officer to notify the officer's supervisor or shift commander of a qualifying event in accordance with §§.06A(5) and .07C(1)(b).

.06 Procedures – Mandatory and Prohibited Use.

A. Mandatory Use.

- (1) An officer shall activate a BWC for all qualifying events and shall not deactivate the BWC until the completion of the qualifying event.
- (2) An officer shall activate the BWC as soon as it is safe and reasonably practical to do so.
- (3) A qualifying event is considered complete once all actions required by policy have been taken and the incident has ended. For example:

Following a use of force involving an incarcerated individual, an officer shall not deactivate the BWC until the incarcerated individual has been evaluated by medical personnel and reaches the individual's final housing destination.

- (4) Qualifying event activations are required regardless of whether a fixed camera system is present in the area.
- (5) An officer who fails to record a qualifying event shall notify the officer's supervisor.
- (6) Upon notification of a failure to record, the supervisor shall:
 - (a) Take physical custody of the BWC;
 - (b) Dock the BWC; and
 - (c) Determine if any footage was recorded by the BWC.

B. Prohibited Use.

- (1) An officer shall only use a BWC when performing the officer's official duties.
- (2) Except for purposes authorized in §.06A of this directive, a BWC shall not be activated in the following locations or during the following situations:
 - (a) Anywhere there is a reasonable expectation of privacy, including but not limited to toilets (while in use), showers (while in use), strip searches, and substance use testing;
 - (b) Anywhere there is a reasonable expectation of privacy involving communications, including but not limited to attorney-client visits, and

interactions with clergy;

- (c) Confidential discussions with or treatment by medical practitioners within or outside a correctional facility regarding an incarcerated individual's physical, mental, or dental health;
- (d) Inside courtrooms and court facilities except as permitted by court rules and guidelines of the local Administrative Judge or presiding judge;
- (e) Criminal or administrative investigations or hearings regarding personnel matters;
- (f) Interviews with a confidential informant;
- (g) Conversations with other employees during non-job related activities or when on break;
- (h) Discussions, meetings, or other official business outside the presence of an incarcerated individual or a member of the public; and
- (i) Any other incident or circumstance that does not constitute a qualifying event.

C. Qualifying Event Exceptions.

- (1) If a qualifying event emerges during a situation listed in §.06B(2) of this directive, then an officer shall activate the BWC.
- (2) Following the conclusion of the event, an officer shall notify the officer's supervisor of the qualifying event in accordance with section §.07C(1)(b).

D. Hospitals, Courthouses, and other Community Settings.

- (1) An officer shall record any critical incident occurring in a:
 - (a) Hospital; or
 - (b) Other community setting related to medical care.
- (2) An officer shall record a qualifying event occurring in a courthouse as permitted by an Administrative Judge or presiding judge.

.07 Procedures.

A. BWC Issuance and Use.

- (1) An officer shall:
 - (a) Using the RFID chip inside the officer's Department ID card or

Time-Clock Plus (TCP) fob, sign into the tablet computer that is connected to the dock of BWCs;

- (b) Be assigned and issued a BWC utilizing the Security Device Issue Log and inventory system within Evidence.com;
 - (c) Retrieve the BWC that is flashing purple lights from the BWC dock; and
 - (d) Ensure that the officer's Workday number (W number) or name appears on the top screen of the BWC.
- (2) If an officer does not have the officer's Department ID card or TCP fob and cannot sign into the tablet computer, the equipment shall be assigned to the officer by the shift commander utilizing the BWC's serial number and entering the officer's identifying information into Evidence.com.
- (3) Upon receipt of a BWC, an officer shall:
- (a) Inspect the BWC to ensure that it is powered on and that the battery is charged to at least 90%;
 - (b) Activate, test, and inspect the BWC prior to the start of shift to verify that the BWC is operating properly; and
 - (c) If the equipment malfunctions, report the malfunction immediately to the shift commander and request a replacement BWC.
- (4) There are 3 lights on the face of the BWC arranged in a circular pattern around the camera lens to indicate the BWC's current mode and that will flash:
- (a) Green when the BWC is powered on;
 - (b) Red when BWC recording is activated;
 - (c) Yellow when the BWC is placed in the dock and the recording is uploading into [Evidence.com](https://evidence.com) and recharging; and
 - (d) Purple in accordance with §.07A(1)(c).
- (5) Activation.
- (a) BWCs are activated by pressing the "event" button twice.
 - (b) When a BWC is activated the 3 lights in the event button will blink "red" to indicate that it is recording.

- (c) All activations will result in capturing the pre-event buffer.
 - (d) The pre-event buffering time for the BWC is ninety (90) seconds with visual recall. Pre-event video is not retained unless the camera is activated.
 - (e) If the equipment malfunctions during the shift, an officer shall report the malfunction to the shift commander or designee as soon as possible.
- (6) Power-Off Authorization.
- (a) Except as stated in §.07A(6)(b), an officer shall not power off or place a BWC in sleep mode unless authorized by a supervisor.
 - (b) In order to safeguard an officer's privacy, an officer may place the BWC in sleep mode when using the locker room or restroom.
 - (c) An officer who has placed the BWC into sleep mode shall immediately reactivate the BWC after leaving the locker room or restroom.

B. Notification of Recording.

- (1) Officers working with only incarcerated individuals and other facility staff within a correctional facility are not required to notify persons in their immediate area that audio and visual recording equipment is in use, but may do so if the officer determines that the announcement may:
 - (a) Prevent a rule violation from occurring; or
 - (b) De-escalate an emergent or violent incident.
- (2) If asked whether the officer is recording, an officer must inform the questioner of the activation status of the BWC.

C. BWC Documenting, Docking, and Review.

- (1) Docking and Review.
 - (a) At the end of shift, all officers issued a BWC shall return it to the BWC dock or other storage area to be docked and charged.
 - (b) At the conclusion of a qualifying event the officer assigned the BWC shall immediately:
 - (i) Notify the officer's supervisor of a qualifying event that:

1. Results in recovery of contraband;
 2. Results in the Issuance of Notice of Infraction;
 3. Is a serious incident under - *OPS.020.0003 - Reporting Serious Incident*; or
 4. Is a critical incident; and
- (ii) Dock and upload the BWC recording of the qualifying event.
- (c) The shift commander, or the shift commander's designee, and the officer assigned the BWC during shift shall review the BWC footage as soon as possible.
- (2) Documenting/Labeling Data.
- (a) When a recording has ended, the operator will be prompted to add a pre-loaded Retention Category. This action only lasts 30 seconds after the recording ends.
- (b) All documented data shall be labeled using Evidence.com.
- (c) To label an event on the website, the BWC site coordinator or shift commander shall select a pre-loaded event (Category) on the drop down menu, which include:
- (i) Assaultive incarcerated individual;
 - (ii) Cell / bunk search;
 - (iii) Contraband recovery / CDS;
 - (iv) Dining meals;
 - (v) Escort;
 - (vi) Mass movement;
 - (vii) Medical emergency;
 - (viii) Medication;
 - (ix) Non-compliant;
 - (x) Standing ID Count;
 - (xi) Tier / cell check;
 - (xii) Training; or

- (xiii) Use of Force.
- (d) The BWC site coordinator or shift commander shall also provide a brief description of the event in the Description Box on the website and include any pertinent information (e.g., UOF number).
- (e) An officer may submit an Officer Request to Review Body-Worn Camera Footage form (Appendix A) to a supervisor to review footage from the officer's assigned BWC, including prior to writing any report.
- (f) As soon as operations allow, a supervisor shall permit the officer to review their assigned body-worn camera footage.
- (g) The BWC Site Coordinator or shift commander shall document all viewing of any BWC video footage in the "NOTES" section of Evidence.com and include the following:
 - (i) Date and time;
 - (ii) Employee's name who viewed the footage; and
 - (iii) Statement with relevant information indicating the cause for the viewing of the BWC footage.
- (3) Administrative Review and Compliance.
 - (a) The DSO or designee, the Director, the BWC System Administrator, and the BWC facility administrator shall conduct periodic, random review scores and audits of BWC footage to ensure compliance with law and Department policy.
 - (b) BWC recordings shall only be maintained in Evidence.com. Recordings shall not be copied onto any other database or media (e.g., shared drives or external storage devices), unless authorized by the DSO or the DSO's designee.

D. Requests for Data.

- (1) Agency Request.
 - (a) All requests for data and recording information submitted by an employee of a governmental agency shall be submitted to the Director or designee for approval.
 - (b) Upon receipt of a request, the BWC Administrator shall:
 - (i) Determine if the review is necessary for performance of the employee's job duties and consistent with law and Department policy; and

(ii) Ensure the request is recorded in accordance with §.07(C)(2)(e).

(2) Public Information Act Requests.

- (a) All requested data and recording information subject to the Maryland Public Information Act (PIA) shall be disseminated in accordance with the PIA.
- (b) A Department employee shall consult with counsel as necessary in responding to a PIA request.

(3) Subpoenas.

- (a) The Department shall respond promptly to all subpoenas and court orders seeking the disclosure of BWC recordings.
- (b) If staff have a question about the validity of a subpoena or court order to produce a BWC recording, staff shall immediately consult with the Office of the Attorney General.

(4) In accordance with COMAR 17.04.05 and the *AFSCME MOU for Bargaining Unit H, 2024-2026, Article 21, Section 3 - Right to Representation*, an employee may authorize the employee's designated Union representative to view a BWC recording at an investigatory or settlement proceeding if the recording was used to evaluate an employee's conduct:

- (a) During the course of an investigation of the employee; or
- (b) As evidence for the imposition of discipline of the employee.

.08 Appendix.

A. Officer Request to Review Body-Worn Camera Footage

.09 History.

- A. This revised policy supersedes directive OPS.110.0055 dated January 15, 2025 and the provisions of any other prior existing communication with which it may be in conflict.
- B. This directive supersedes the provisions of any other prior existing communication with which it may be in conflict.

.10 Distribution.

A, B, D

OFFICER REQUEST TO REVIEW BODY-WORN CAMERA FOOTAGE

Officer Printed Name: _____ Date/Time of **Request**: _____Date/Time of **BWC Recording(s)**: _____Report Number(s)/Identifier(s)
(e.g. SIR, UOF, ARP, IWIF, IID
number(s)) _____Purpose of BWC Footage Review
(check one):

☐	Request to review BWC footage recorded from my assigned BWC prior to writing a report. Please include report number(s) below:
☐	Request to review BWC footage recorded from my assigned BWC in response to an Administrative Remedy Procedure complaint or Inmate Grievance Office case. Please include Case Number below:
☐	General request to review BWC footage recorded from my assigned BWC. Please include date and time of the requested BWC footage below:

Officer Printed Name: _____

Officer Signature: _____ Date: _____

Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____

Date and Time of access: _____

Officer Initial _____ Supervisor Initial _____

Cc: File, Supervisor, Employee