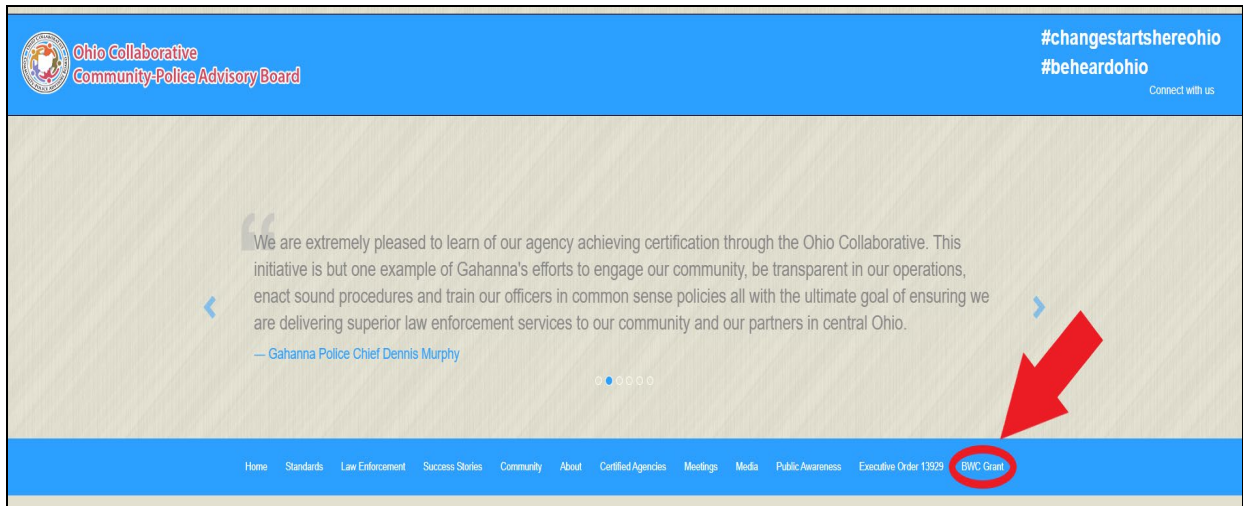
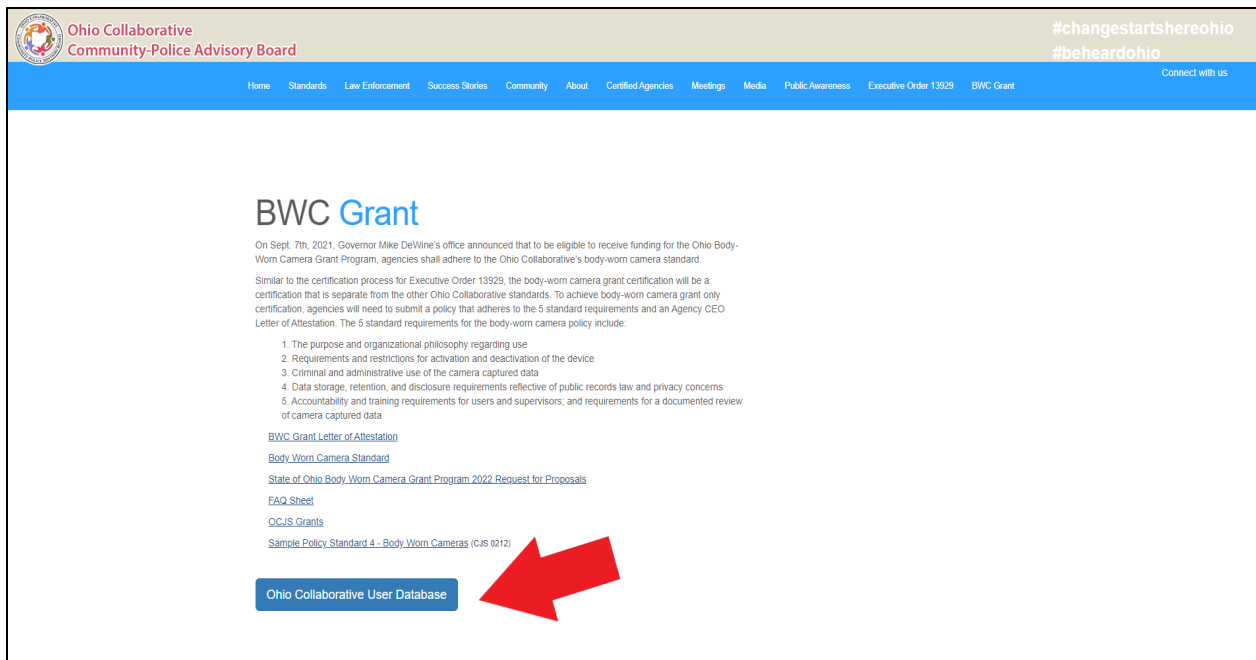


Instructions for Submitting Documentation for the Body-Worn Camera Grant

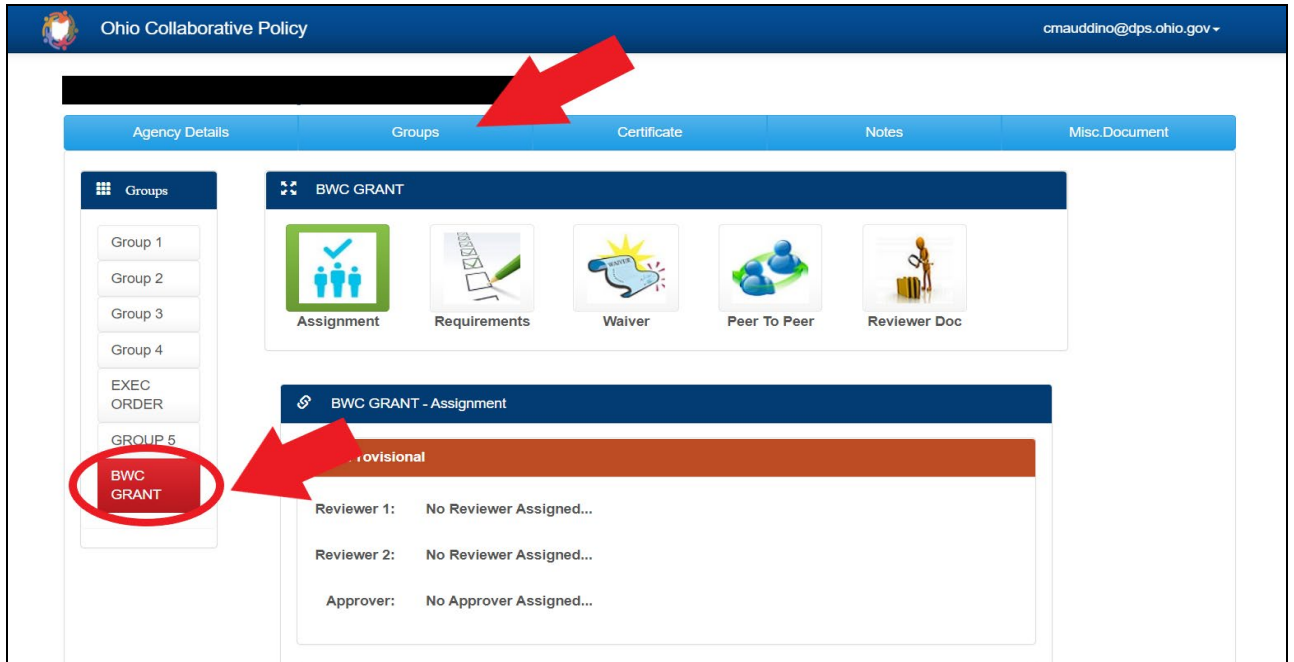
1. Please visit the [Ohio Collaborative website](#) and click on the “BWC Grant” tab. On this page, you will find helpful documents.



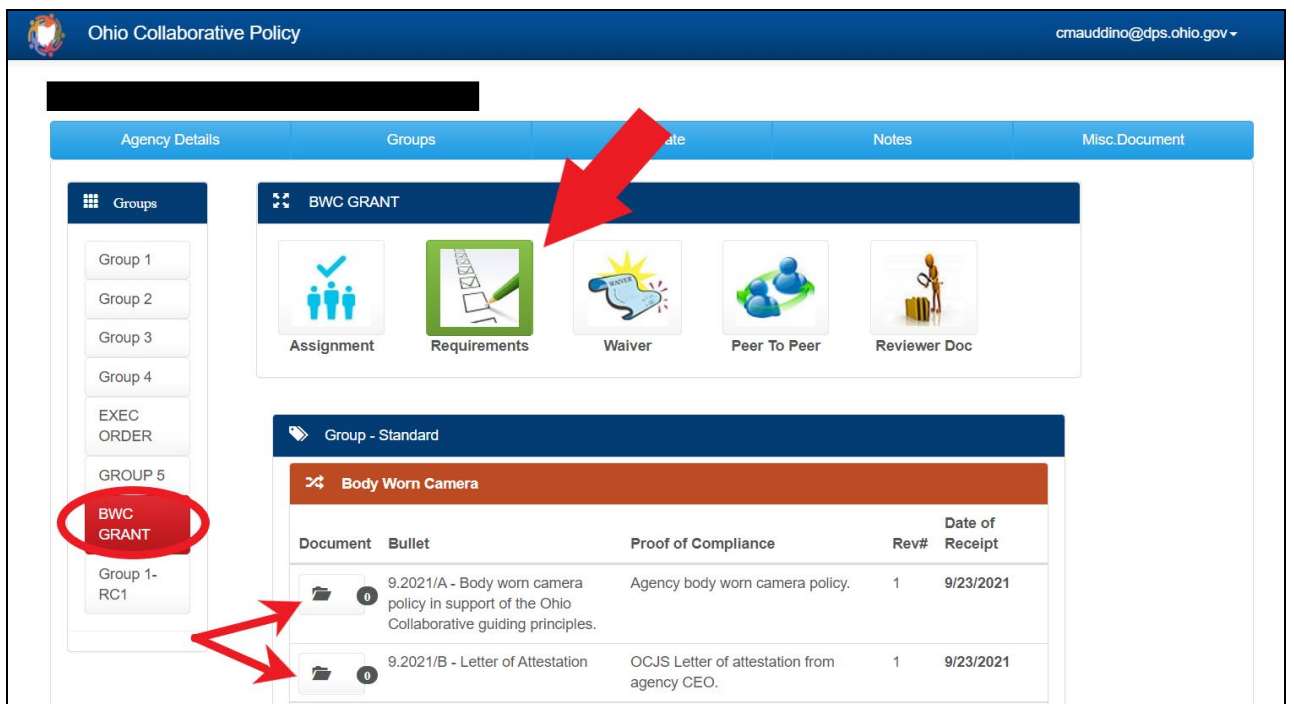
2. On the BWC Grant page there is a blue tile labeled “Ohio Collaborative User Database.” This will take you to the database where you will submit documentation for review.



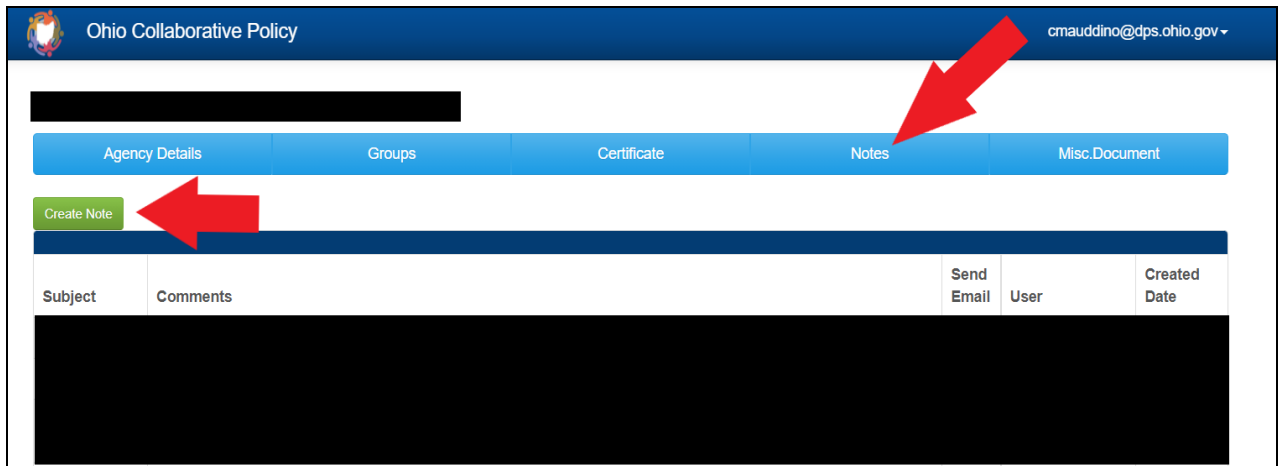
- If you do not already have access to the database, you will need to go through the prompts that are required to create an account. Once you have access to the database, you will click on the “Groups” tab and will find a list of groups on the left side of the page. Documents will be uploaded into the group titled “BWC Grant.”



- Once in the “BWC Grant” group, you will click on the “Requirements” tile. This page has 2 folders that will be used to upload your documents. You will upload the body-worn camera policy into the first folder and the CEO Letter of Attestation into the second folder.



5. After uploading your documents, please be sure to go to the “NOTES” tab and create a note. This sends the reviewers a message and lets them know that your documents have been submitted. **This is an extremely important step that notifies our staff that you have completed your submission. Without a NOTE, your submission may not be reviewed.**



Important information about the Body-Worn Camera policy and the CEO Letter of Attestation:

- The only documents necessary for this submission include the body-worn camera policy and the Agency CEO Letter of Attestation.
- The policy **must** include the 5 standard requirements:
 - The purpose and organizational philosophy regarding use
 - Requirements and restrictions for activation and deactivation of the device
 - Criminal and administrative use of the camera captured data
 - Data storage, retention, and disclosure requirements reflective of public records law and privacy concerns
 - Accountability and training requirements for users and supervisors; and requirements for a documented review of camera captured data.
- It is preferred that the agency highlight these 5 requirements in their policy to verify that they are included.
- The [CEO Letter of Attestation](#) must be the letter provided by OCJS.
 - The letter must be completely filled out. This includes checking the 5 boxes for the **mandatory** conditions for certification.
 - The letter must be dated and signed by the CEO of the agency.
- Agencies will also be required to keep compliance documentation on file and made available upon request by OCJS staff.