JAMES DECARO

LIEUTENANT

2023 Lake Villa Police Department Camera Reporting Requirements

(for ILETSB, State of Illinois Governor’s Office and the State of Illinois General Assembly)

Per instructions received, below are the questions asked reference information needed for the BWC Grant in regard to the 2023 BWC Camera Reporting guideline for the Lake Villa Police Department (ORI# IL0491100).

Attachments to this explanation letter will also include the 2023 annual calendar year BWC Report for ILETSB and the 2023 department oversight and review report.

\*(NOTE - There is no requirement for our agency in reference to in-car cameras, as we did not receive a grant/award for those units).

1. **a brief overview of the makeup of the agency, including the number of officers utilizing officer-worn body cameras –**

*The agency currently consists of 18 F/T officers and 7 P/T officers, and 2 civilian community service officers. All on-duty personnel are required to wear BWC’s per policy.*

1. **the number of officer-worn body cameras utilized by the law enforcement agency-**

*Currently, 29 BWC’s are owned by the agency. 26 of them are utilized by active patrol personnel while on duty, and per policy, and law, are to be activated while responding to, and during, police/citizen contacts and calls. Spare body cameras are available if breakdown occurs.*

1. **any technical issues with the equipment and how those issues were remedied –**

*3 breakdowns, or technical issues were brought to the attention of the agency in the 2023 year. All of those BWC’s were taken out of service, and replaced with new, or spare cameras on hand. The following is a list of breakdowns / concerns forwarded to administration about the malfunctions:*

*\* 2 Technical issue – BWC software, or internal malfunction codes.*

*\* 1 excess battery drain, or charging issue.*

*\*\*Broken attachment clips are sporadic and remedied, when needed.*

1. **a brief description of the review process used by supervisors within the law enforcement agency –**

*Our review process consists of at least 1 random BWC video per officer, per month, being reviewed for oversight, or any training or concerns (See attached list in the email).*

1. **for each recording used in prosecutions of conservation, criminal, or traffic offenses or municipal ordinance violations:**

**(A). the time, date, and location of the incident; and**

**(B). the offenses charged and the date charges were filed;**

*(See attached 2023 Yearly Spreadsheet Report included with this email involving arrests and dispositions, if known).*

**(6) for a recording used in a civil proceeding or internal affairs investigation:**

**(A) the number of pending civil proceedings and internal investigations;**

**(B) in resolved civil proceedings and pending investigations:**

**(i) the nature of the complaint or allegations;**

**(ii) the disposition, if known; and**

**(iii) the date, time and location of the incident; and –**

* *0 civil proceeding recordings are being held, or pending*
* *0 internal investigations.*

**(7) any other information relevant to the administration of the program.**

*Lake Villa PD keeps its own in-house server for video evidence. Docking stations consist of areas to download / charge each BWC assigned. We use the Motorola Solutions / WatchGuard brand Vista Wi-Fi body worn cameras (BWC); and the WatchGuard 4RE, in-car systems with the BWC upgrade. This allows the two systems to talk to each other. Video is uploaded wirelessly to our in-house server.*

James DeCaro

Lieutenant

[jdecaro@lake-villa.org](mailto:jdecaro@lake-villa.org)

847-356-6106 x402