

## Need technical assistance with body-worn cameras? Who should you go to with key questions?

As you begin implementing your body-worn camera (BWC) programs, it is important to know who to contact with your specific questions. Understanding whether your questions should be directed toward your Bureau of Justice Assistance (BJA) “state policy advisor” or your BWC Training and Technical Assistance (TTA) “subject matter expert” (SME) will ensure a more accurate and timely response and the ultimate success of your program.



This document provides BWC Policy and Implementation Program (PIP) sites with guidance on where to go with specific questions. The list of example questions included here covers just some of the common questions we receive. In general, direct any grant administration- or funding-related questions to your BJA state policy advisor and any questions related to BWC policy review or program implementation to your BWC TTA SME and assigned analyst.

### BJA State Policy Advisor

The following list includes examples of questions that you should direct to your assigned BJA State Policy Advisor.

- How do I request a budget modification?
- How do I clear a “Special Condition” hold on funds?
- Do my planned procurement methods comply with federal grant requirements?
- Which of my budgeted costs are allowable and how do I verify match expenditures?
- When do I have to inform BJA about changes to my program goals and objectives?
- How do I submit grant progress reports and financial reports?
- How do I submit a budget adjustment request?

### BWC TTA Subject Matter Expert

The following list includes examples of questions that you should direct to your BWC TTA SME and analyst.

- Can I receive examples of BWC policies that have been reviewed by BJA and BWC TTA?
- How do I complete the policy review process? Who will help us with this?
- How do I engage (or more successfully engage) external stakeholders in the policy development process?

- What resources are available on BWC implementation components (e.g., pilot surveys, staffing, storage, and digital video redaction)?
- I am just beginning to plan our BWC training sessions; do you have examples of how other agencies have conducted their training?
- We are beginning to draft our request for proposals; do you have a template or language we could include?
- Could a BWC SME assist us with informing our internal or external stakeholders of our BWC program?
- Can you connect us with another site that also is dealing with our specific issue?

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*The goals of the BWC TTA program are to learn about BWC implementation progress and activities in the funded PIP sites, identify opportunities for TTA, provide TTA in an efficient and effective manner, and support the successful implementation of BWCs in the PIP sites. For more information about the resources and technical assistance available, please visit our website, [www.bwctta.com](http://www.bwctta.com).*

*BJA grant administrators and the CNA BWC TTA Team, which include members from Arizona State University (ASU) and Justice and Security Strategies (JSS), work together to ensure the success of your program. Please do not hesitate to reach out to either your grant administrator or BWC TTA SME if you have any questions. We will be sure to assist you or point you in the right direction.*