



City of Braidwood Police Department

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Calendar Year 2025
I.L.E.T.S.B. Agency Body Camera Report
Braidwood Police Department

Date Prepared: January 5, 2026
Date Submitted: January 5, 2026
Prepared by: Joshua Bolatto, Administrative Coordinator

Agency Organization

Rank / Title:	#:
FT Chief of Police	1
FT Detective Sergeant	1
FT Patrol Sergeant	3
FT Patrol Officer	8
PT Patrol Officer	5
PT Code Enforcement Officer	1
FT Administrative Coordinator	1
FT Records Clerk	1

Total # of Body Cameras: 22

Technical Issues Experienced During Calendar Year 2025: 2

Agency Body Camera Supervisor Review Policy: Attached Policy 439.7.1 (2 pages)

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Policy Manual

Body-Worn Cameras

439.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate [department/office]-related purposes in accordance with the following guidelines (50 ILCS 706/10-20):

- (a) BWC media tagged as restricted should only be accessible by those designated by the Chief of Police or the authorized designee.
- (b) Members and their supervisors may review their own BWC media for [department/office]-related purposes and prior to completing incident reports or other documentation. However, members shall not review their BWC media or the BWC media of another member before completing their report or other documentation when the member has been involved in or is a witness to an officer-involved shooting, use of deadly force incident, or use of force incident resulting in great bodily harm; or is ordered to write a report in response to or during the investigation of a misconduct complaint against the member. In those instances, if the member prepared a report and subject to a supervisor's approval, they may file a supplemental report after reviewing BWC media and document that review in the supplemental report. In all other instances, members and supervisors should document in their report if they reviewed BWC media before completing the report.
- (c) Investigators may review BWC media pertaining to their assigned cases.
- (d) A member testifying regarding a [department/office]-related event may review the pertinent BWC media before testifying.
- (e) Supervisors are permitted to access and view BWC media of their subordinates.
 - 1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.
 - 2. Supervisors should conduct documented reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with [department/office] procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.
 - 3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- (f) The Training Sergeant is permitted to access and view BWC media for training purposes.
 - 1. The Training Sergeant should conduct a quarterly review of a random sampling of BWC media to evaluate [department/office] performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial. Training Committee members may review BWC media as part of their review to identify training needs.

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Body-Worn Cameras

2. The Training Sergeant may use BWC media for training purposes with the approval of the Chief of Police or the authorized designee. The Training Sergeant should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.
- (g) The Administrative Coordinator may access BWC media when necessary to conduct [department/office]-related duties.
- (h) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.
- (i) A member's field training officer may access and review BWC media for training purposes.

439.7.2 PUBLIC ACCESS

Unless disclosure is required by law or a court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of:

- (a) A private residence.
- (b) A facility that offers health care, mental health or substance abuse treatment, or social services.
- (c) A school building.
- (d) Any other building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy and the Law Enforcement Officer-Worn Body Camera Act (50 ILCS 706/10-20). The Administrative Coordinator should review BWC media before public release.

439.8 RETENTION OF BWC MEDIA

BWC media should be retained on a BWC media system in accordance with state records retention laws but in no event for a period of less than 90 days. BWC media shall not be altered, erased, or destroyed prior to the expiration of the 90-day storage period. In the event any BWC media is altered, erased, or destroyed prior to the expiration of the 90-day storage period, the Chief of Police shall maintain a written record including the name of the individual who made such alteration, erasure, or destruction, and the reason for any such alteration, erasure, or destruction for one year (50 ILCS 706/10-20).

After the 90-day storage period, BWC media must be destroyed unless any of the following occur (50 ILCS 706/10-20):

- (a) A formal or informal complaint has been filed.
- (b) The member discharged a firearm or used force during the encounter.
- (c) Death or great bodily harm occurred to any person in the BWC media.