

## **INSTRUCTIONS FOR COMPLETING LAW ENFORCEMENT BWC APPLICATION**

### **Section A: Reimbursement for previously purchased BWC, equipment, storage and/or maintenance:**

For reimbursement, you must submit the following:

Itemized invoices with purchase orders, copy of check to vendor or other type of payment for the amount requested.

When completing the application, for camera cost this is for the **camera only**. You will insert license fees and/or other camera associated fees in the tax and shipping section.



**- Once you proceed past each page, you will not be able to return. Verify all your information is correct before moving on to the next page.**

### **Section B: New/Replacement camera costs:**

This section is for the purchase of new or replacement cameras. Quotes for BWC's must be submitted with application.

Indicate how many cameras are to be purchases or replaced.

What is the cost per camera? (This does not include any license fees, tax, storage, maintenance and/or warranties for the camera. It is only the cost per camera). **DO NOT** include taxes, shipping, license fees or warranties in this section.

If your agency is requesting new cameras or upgrading your current system, please submit a letter of explanation.



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### **Section C: New purchase of BWC equipment, storage and/or maintenance:**

Quotes for new equipment, maintenance and/or storage, must be uploaded.

This section is for the purchase of equipment, maintenance and/or storage and other costs related to new BWC purchases.

**New equipment cost.** This includes BWC equipment such as magnet holders, lapel holders, cords or other associated equipment needed. **DO NOT** include taxes, shipping, license fees or warranties in this section.

**New storage and/or maintenance cost.** This is for the purchase of new or additional storage, license, maintenance and warranties for BWC's and related items. (Do not include taxes in this section.)

**Tax and shipping for Cameras, Equipment and Storage costs.** This is tax and shipping costs for all items requested in section B and C.



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You must provide a copy of your agency BWC policy and approval letter from the South Carolina Law Enforcement Training Center.

Once the application is completed and you have answered all required questions and uploaded all requested documents, you will receive an email providing the information that you have submitted on your application.

If you have any questions, please contact Johnny Price at 803-896-7789 or email at [johnaprice@scdps.gov](mailto:johnaprice@scdps.gov).

Thank you for all that you do for the State of South Carolina!

Stay Safe!