

INSTRUCTIONS FOR COMPLETING LAW ENFORCEMENT BODY-WORN CAMERA (BWC) APPLICATION

NOTE: Please do not enter information in sections that does not apply to your request. This will disrupt the formula and you will have to re-submit.

Agency Information: Complete required agency information.



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

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. Purchases must be between March 1, 2022 - June 30, 2023.

When completing the application, for camera cost this is for the camera only.

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.

Section A: Reimbursement of BWC Equipment, Pdlqwhqdqfh#dqg2ru#Vwrudjh:

Paid invoices, purchase orders, and/or canceled checks for equipment, maintenance and/or storage, must be uploaded.

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

BWC 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. They will be requested in another line.

BWC Maintenance cost: This is for the reimbursement of license, maintenance and/or warranties for BWC's and related items. (Do not include taxes in this section. They will be requested in another line.)

BWC Storage cost: This is for the reimbursement of storage for BWC' s related footage only (Do not include taxes in this section. They will be requested in another line.)

Tax for BWC's, Equipment, Maintenance and/or Storage costs. **This is tax for all items requested for reimbursement.**

Shipping for BWC's, Equipment, Maintenance and/or Storage costs: **his is shipping costs for all items requested for reimbursement.**



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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. If your agency is requesting new cameras or upgrading your current system, a letter of justification must be submitted.

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. They will be submitted in section C.



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

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 BWC 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. They will be requested in another line.

New BWC Maintenance cost: This is for the purchase of new license, maintenance and warranties for BWC's and related items.(Do not include taxes in this section. They will be requested in another line.)

New BWC Storage cost: This is for the purchase of new and/or additional storage for BWC' s related footage only (Do not include taxes in this section. They will be requested in another line.)

New Tax and shipping for BWC's, Equipment, Maintenance and/or 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 (SCLCETC). If you need assistance, please contact Ms. Rebecca Williams at rwilliams@SCCJA.SC.gov or 803-896-7128.

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. This will be your copy of the application.

If you have any questions, please contact Johnny Price at 803-896-7789 or email at johnaprice@scdps.gov.

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

Stay Safe!