

INSTRUCTIONS FOR COMPLETING LEGAL PROFESSIONALS 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 & Additional Information: Complete the required information requested.



Verify all your information is correct before moving on to the next page. Once you proceed past each page, YOU WILL NOT BE ABLE TO RETURN.

Section A: Reimbursement for previously purchased BWC-related equipment, maintenance and/or storage:

Reimbursement:

BWC equipment cost: This is for the reimbursement of BWC equipment. 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-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-related information only (Do not include taxes in this section. They will be requested in another line.)

Tax: This is for BWC-related equipment, maintenance and/or storage tax costs. **This is tax for all items requested for reimbursement.**

Shipping: This is for BWC-related equipment, maintenance and/or storage shipping costs. **This is shipping costs for all items requested for reimbursement.**

Reimbursement: Upload previously purchased documentation (i.e. 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.**



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Section B: New Purchases of BWC-related equipment, maintenance and/or storage:

New Purchases:

BWC equipment cost: This includes any new associated BWC equipment. 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 purchase of new license, maintenance and warranties for BWC-related items. (Do not include taxes in this section. They will be requested in another line.)

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

Tax: This is for new BWC-related equipment, maintenance and/or storage tax costs. **This is tax for all new items requested for purchase.**

Shipping: This is for new BWC-related equipment, maintenance and/or storage shipping costs. **This is shipping costs for all new items purchase.**

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



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Once the application is completed and all information is uploaded, 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!