



Stage 1 Business Analysis

California Department of Technology, SIMM 19A.2 (Rev. 2.5, July/2021)

1.1 General Information

Agency or State Entity Name: [Department of Fish & Wildlife](#)

Organization Code: [3600](#)

Proposal Name: [Wireless Body Worn Camera and In-Car Camera System \(Camera Systems\)](#)

Proposal Description: [Testing, acquisition and deployment of 400 units of Body Worn and 400 units of In-car Camera System for The California Department of Fish and Wildlife's Law Enforcement Division \(LED\). The use of body-worn and vehicle cameras has made law enforcement agencies more transparent and accountable to the public and has helped agencies evaluate and officer professionalism and training needs.](#)

When do you want to start the project? [8/1/2022](#)

Department of Technology Project Number (0000-000): [3600-079](#)

1.2 Submittal Information

Contact Information

Contact First Name: [Beth](#)

Contact Last Name: [Jackson](#)

Contact Email: Beth.jackson@wildlife.ca.gov

Contact Phone Number: [916-995-2105](#)

Submission Date: [10/15/2021](#)

Version Number: [1.0](#)

Project Approval Executive Transmittal – (Attach Transmittal to the email submission.)

1.3 Business Sponsorship

Add additional Executive Sponsors or Business Owners as needed.

Executive Sponsors

Title: Chief/ Deputy Director

First Name: David

Last Name: Bess

Business Program Area: (Name of the business program area represented by the Executive Sponsor(s))

Law Enforcement Division

Business Owners

Title: Assistant Deputy Director, Law Enforcement Division

First Name: Nathaniel

Last Name: Arnold

Business Program Area: Law Enforcement Division

Program Background and Context

(Provide a brief overview of the entity's business program(s) impacted by the proposed project)

The mandated role of Wildlife Officers, as peace officers defined within Penal Code Section 830.2, is to protect fish and wildlife while ensuring the public's safety throughout California. Wildlife Officers are usually solo patrol units whose operational areas range from urban to the most remote rural areas where assistance may be hours away. Wildlife Officers spend 50% of their patrol time away from their patrol vehicle. Majority of their enforcement contacts are in remote areas where hunting and fishing activity commonly occurs. These areas are often void of security cameras or large number of people who can act as potential witnesses of complaints or allegations of officer misconduct. The addition of body worn cameras and in-car cameras will provide an unbiased viewpoint of wildlife officers interactions with members of the public.

Currently no wildlife officers wear body worn cameras (BWC) and none of the Department's approximate 400 patrol vehicles are equipped with a wireless in-vehicle camera system. In 2020, uniformed wildlife officers patrolled 567,037 hours making 427,037 enforcement contacts with members of the public. Wildlife officers encounter threats the same as any other law enforcement officers including threats to personal and public safety, civilian complaints, and potential liability risks.

Evidence shows adding BWCs lead to increased accountability, increased transparency, increased officer safety, reduced citizen complaints, improved evidence for arrest and prosecution, and provides for training opportunities. Nationwide, law enforcement has experienced increased levels of mistrust and questioning of law enforcement procedures. Although this is not new, over the past several years, the availability of cameras, both in the hands of citizens and law enforcement, has increased. Recordings from members of the public are important but leave out critical details of what lead up to a use-of-force or critical incident, including dialogue and the point of view from the officer(s). The Department believes implementing an in-car camera and BWC systems will lead to a decrease in citizen complaints, an increase in public trust with increased transparency, and an increase in perceived legitimacy and sense of procedural justice.

Each marked patrol vehicle will be equipped with an in-car camera system which consists of two cameras. One of the cameras will be front facing and record interactions between wildlife officers and members of the public. A second camera will be rear facing to record in car prisoner transport. Additionally, the system will integrate with the uniformed wildlife officers body worn camera. The body worn cameras will be worn on a wildlife officer's uniform at chest height and record interactions between the officer and members of the public.

The integration between the in-car camera and body worn camera means when one camera is activated to record, the other cameras will also begin recording. The use of both an in-car camera and a body worn camera is to provide for multiple points of view during an enforcement contact and provide for better transparency. At the conclusion of their patrol shift, the cameras will upload all video and audio recordings into the vendors digital evidence management tool and stored on a Criminal Justice Information Services (CJIS) compliant cloud storage server.

The Department of Fish and Wildlife (CDFW) understands the sensitive and complex nature of any recording. CDFW has existing policies concerning the use of in-car and body worn camera systems. It is the intention of CDFW to comply with all requests for video recordings filed under the California Public Records Act (CPRA). The release of any recording will be in accordance with all applicable statutes in addition to CDFW policy and will be treated like all other sensitive information released by the Department. Court ordered requests, subpoenas, or other statutes of discovery for recordings will be adhered to per CDFW's legal requirement.

CDFW's goal is to allow for increased documentation of contacts with members of the public, arrests and critical incidents - enhancing officer accountability. Additionally, the use of body worn, and in-car camera systems will increase CDFW's ability to review probable cause for arrests, interactions between wildlife officers and members of the public, serve as additional evidence for investigation and prosecution, and provide for officer training.

1.4 Stakeholders

Key Stakeholders

(Stakeholder” are individuals or groups impacted by the business processes addressed by the proposed project)

Organization Name: California Department of Fish and Wildlife

Stakeholder Name: Law Enforcement Division (LED)

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

Stakeholder will define the requirements, provide sponsorship and own the project. It will provide funding and will be the primary users of both Body Worn Camera and In-car Camera system. It will also be the primary beneficiary of the problems the system can resolve and the opportunities it can provide.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

Stakeholders will need to define the requirements, provide the project sponsorship, subject matter experts and ownership, prepare the regulation that will support the implementation and do all levels of testing.

Stakeholder Name: CDFW Data Technology Division (DTD)

Stakeholder Internal or External? Internal

When is the Stakeholder Impacted?

Input to Business Process: Yes

During Business Process: Yes

Output of Business Process: Yes

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

Stakeholder will provide project management, lead and facilitate the project, work with the vendor and LED on project implementation and project support after it is being deployed.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

Stakeholder will provide project management, lead and facilitate the project, work with the vendor and LED on project implementation and project support after it is being deployed.

Stakeholder Name: [The Public](#)

Stakeholder Internal or External? [External](#)

When is the Stakeholder Impacted?

Input to Business Process: [No](#)

During Business Process: [No](#)

Output of Business Process: [Yes](#)

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

[Having the Body Worn Camera and in-car camera system can contribute to a safer public use of California's natural resources and can provide better and reliable source of evidence on incidents or arrests.](#)

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

[Stakeholders are not expected to directly participate in the project.](#)

1.5 Business Program

Organization Name: [CDFW](#)

Business Program Name: [Law Enforcement Division](#)

When is the unit impacted?

Input to the Business Process: [Yes](#)

During the Business Process: [Yes](#)

Output of the Business Process: [Yes](#)

How is the business program unit impacted? (Describe how the business program unit will be involved in the project)

[Stakeholder will define the requirements, sponsor and own the projects, provide funding and reap the benefit of the project. The warden of the Law Enforcement Division will be the primary users of the cameras.](#)

How will the business program unit participate in the project?

[Stakeholders will need to define the requirements, provide the project sponsorship and ownership, prepare the regulations that will support the implementation and do all levels of testing.](#)

Stakeholder Name: [CDFW Data Technology Division \(DTD\)](#)

Stakeholder Internal or External? **Internal**

When is the Stakeholder Impacted?

Input to Business Process: **Yes**

During Business Process: **Yes**

Output of Business Process: **Yes**

How are Stakeholders impacted? (Describe how the stakeholder is involved in the process)

Stakeholder will provide project management, lead and facilitate the project, work with the vendor and LED on project implementation and project support after the project is being deployed.

How will the Stakeholder participate in the project? (Describe how the stakeholder will be involved in the project)

Stakeholder will provide project management, lead and facilitate the project, work with the vendor and LED on project implementation and project support after the project is being deployed

1.6 Business Alignment

Business Driver(s)

Financial Benefit: **Yes**

Increased Revenue: **No**

Cost Savings: **Yes**

Cost Avoidance: **Yes**

Cost Recovery: **No**

Mandate(s): **State**

Improvement

Better Services to Citizens: **Yes**

Efficiencies to Program Operations: **Yes**

Improved Health and/or Human Safety: **Yes**

Technology Refresh: **No**

Security

Improved Information Security: **Yes**

Improved Business Continuity: **Yes**

Improved Technology Recovery: **Yes**

Technology End of Life: **No**

Strategic Business Alignment

Strategic Business Goal: Goal 2: Highly Valued Programs and Quality Services. 2.1 Protect, manage, enhance and restore wildlife resources.

Alignment: The training potential of the on-board and body worn cameras will be invaluable to help our Wildlife Officers protect wildlife resources. The footages recorded from scenario-based training can be used to evaluate the performance of new officers or help identify areas where additional training is needed. The use of camera data in a training environment will allow the Department to raise standards of performance both tactically and in the areas of better communication.

Strategic Business Goal: Goal 2: Highly Valued Programs and Quality Services. 2.3 Promote and support public outdoor recreation, hunting and fishing.

Alignment: Research has shown that the implementation of in-car camera system and body worn cameras will lead to a decrease in citizen complaints, an increase in public trust with increased transparency. Allowing Wildlife Officers to do their jobs while providing improved evidence for arrest and prosecution making public outdoor recreation, hunting and fishing safer and more enjoyable to the public.

Strategic Business Goal: Goal 2: Highly Valued Programs and Quality Services. 2.4 Provide consistent and unified delivery of quality services and products.

Alignment: The Department's implementation of in-car camera system and body worn cameras will help build trust with the communities served by providing transparency and helping ensure officer accountability. Providing a more consistent and unified experience with the public.

Executive Summary of the Business Problem or Opportunity:

The implementation of in-car camera system and body worn camera lead to increased accountability, increased transparency, increased officer safety, reduced citizen complaints, improved evidence for arrest and prosecution, and provided additional training opportunities to better equip Department's Wildlife Officers in the field and dealing with the diversity of citizens.

Business Problem/Opportunities and Objectives List

Business Problem/Opportunity ID: 1.0

Business Problem/Opportunity Description: Nationwide law enforcement has experienced increased levels of mistrust and questioning of law enforcement procedures. Although, this is not new over the past several years, the availability of cameras, both in the hands of citizen and law enforcement has increased. Recording from members of the public are important but leave out critical details of what

lead up to a use-of-force or critical incident, including dialogue and the point of view from the officer(s).

Objective ID: 1.1

Objective:

Decrease in citizens' complaints, increase in public trust with increased transparency and increase in perceived legitimacy and sense of procedural justice.

Metric: Number of citizens complaints

Baseline: Number of complaints before the body worn camera and in-car camera system are deployed

Target: 10% decrease or more after a year of deployment

Measurement Method: Data gathered by LED

Business Problem/Opportunity ID: 2.0

Business Problem/Opportunity Description: Without the body worn camera or the in-car camera, CDFW and wildlife officers will continue to be unable to dispel rumor or conjecture stemming from an incident. The incident may be a use of force (UOF), a critical incident, or a non-enforcement contact where a member of the public has filed an official complaint with the Department. The complaint filed may be true, partially true, a fabrication, or a misunderstanding, but the Department will not be able to show what occurred from the beginning to the end of a contact. This requires extra resources from the law enforcement divisions, professional standards unit to conduct administrative investigations into possible police misconduct

Objective ID: 2.1

Objective:

Increase in use-of-force related video/audio documentation

Metric: Number of BWC and in-car camera recorded UOF incidents

Baseline: Zero BWC and In-Vehicle Camera use-of-force recordings

Target: Increase from zero recorded incidents

Measurement Method: Recorded incidents from BWC and in-car camera system

Business Problem/Opportunity ID: 3.0

Business Problem/Opportunity Description: The training potential to improve officers' performance is lost when there are inconsistent sources of evidence that prove training is

necessary.

Objective ID: 3.1

Objective:

Identify potential training opportunities based on the video gathered from the incidents

Metric: Trainings based on the evaluated videos

Baseline: Zero training identified based on recordings, since no prior recordings are done.

Target: Increase from zeros trainings identified through recorded evidence.

Measurement Method: Evaluation of videos and planned trainings

Project Approval Lifecycle Completion and Project Execution Capacity Assessment

1. Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants or financial) with other priorities within the agency/state entity (projects, PALs, or programmatic/technology workload)?

Answer (yes or no): Yes

2. Does the agency/ state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

Answer (No, New, Existing, or Both): New Processes

1.7 Project Management

Project Management Risk Score: 0.6

(Attach a completed [Statewide Information Management Manual \(SIMM\)](#) Section 45 Appendix A to the email submission.)

Existing Data Governance and Data

1. Does the agency/state entity have an established data governance body with well-defined roles and responsibilities to support data governance activities?

Answer (Unknown, Yes, No, Clear): Yes

If Yes, include the data governance organization chart as an attachment to your email submission.

2. Does the agency/state entity have data governance policies (data policies, data standards, etc.) formally defined, documented, and implemented?

Answer (Unknown, Yes, No, Clear): [Yes](#)

If Yes, include the data governance policies as an attachment to your email submission.

3. Does the agency/state entity have data security policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No, Clear): [Yes](#)

If Yes, attach the existing documented security policies, standards, and controls used to your email submission.

4. Does the agency/state entity have user accessibility policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No, Clear): [Yes](#)

If Yes, attach the existing documented policies, accessibility governance plan, and standards used to the email submission. Do you have existing data that you are going to want to access in your new solution?

Answer (Unknown, Yes, No, Clear): [No](#)

If Yes, include the data migration plan as an attachment to your email submission.

5. If data migration is required, please rate the quality of the data.
Select data quality rating: [Not Applicable](#)

1.8 Criticality Assessment

Business Criticality

Legislative Mandates: No

Bill Number(s)/Code(s): [Click or tap here to enter text.](#)

Language that includes system relevant requirements: [Click or tap here to enter text.](#)

TIP: Copy and paste to add Bill Numbers/Codes and relevant language.

Business Complexity Score: 2.2

(Attach a completed [SIMM](#) Section 45 Appendix C to the email submission.)

Noncompliance Issues: Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is noncompliant.

Programmatic regulations: **No**

HIPAA/CIIS/FTI/PII/PCI: **No**

Security: **No**

ADA: **No**

Other: **No**

N/A: **No**

Noncompliance Description: [Click or tap here to enter text.](#)

Additional Assessment Criteria

1. What is the proposed project Implementation start date? **8/1/2022**
2. Is this proposal anticipated to have high public visibility? **No**
If "Yes", then please identify the dynamics of the anticipated high visibility below:
[Click or tap here to enter text.](#)
3. If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, then include as an attachment to your email submission.
4. Does this proposal affect business program staff located in multiple geographic locations? **Yes**

If Yes, provide an overview of the geographic dynamics below and enter the specific information in the space provided.

City [Click or tap here to enter text.](#) State: **California**

Number of locations: **Statewide**

Approximate number of Staff: **400**

TIP: Copy and paste to add Locations as needed.

1.9 Funding

1. Does the agency/state entity anticipate requesting additional resources through a budget action to complete the project approval lifecycle?
Answer (Yes, No, Clear): **No**
2. Will the state possibly incur a financial sanction or penalty if this proposal is not implemented?
Answer (Yes, No, Clear): **No**

If yes, please identify the financial impact to the state:

[Click or tap here to enter text.](#)

FUNDING SOURCE

FUND AVAILABILTY DATE

General Fund: [Yes](#)

7/1/2022

Special Fund: [Choose an item.](#)

[Click or tap to enter a date.](#)

Federal Fund: [Choose an item.](#)

[Click or tap to enter a date.](#)

Reimbursement: [Choose an item.](#)

[Click or tap to enter a date.](#)

Bond Fund: [Choose an item.](#)

[Click or tap to enter a date.](#)

Other Fund: [Choose an item.](#)

[Click or tap to enter a date.](#)

If "Other Fund" is selected, specify the funding source: [Click or tap here to enter text.](#)

1.10 Reportability Assessment

1. Does the agency/state entity's IT activity meet the definition of an IT Project found in the [State Administrative Manual \(SAM\)](#) Section 4819.2?

Answer (Yes, No, Clear): [Yes](#)

If No" this initiative is not an IT project and is not required to complete the Project Approval Lifecycle. ([Reportable Project Decision Tree \(RPDT\) Reference Guide](#), Reference R1.)

2. Does the activity meet the definition of Maintenance or Operations found in [SAM](#) Section 4819.2?

Answer (Yes, No, Clear): [No](#)

If Yes, this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report and provide an explanation below:

[Click or tap here to enter text.](#)

3. Has the project/effort been previously approved and considered an ongoing IT activity identified in [SAM](#) Section 4819.2, 4819.40? **NOTE:** Requires a Post Implementation Evaluation Report (PIER) submitted to the CDT.

Answer (Yes, No, Clear): [No](#)

If Yes, this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.

4. Is the project directly associated with any of the following as defined by [SAM](#) Section 4812.32? Includes single-function process-control systems; analog data collection devices, or telemetry systems; telecommunications equipment used exclusively for voice communications; Voice Over Internal Protocol (VOIP) phone systems; acquisition of printers, scanners and copiers.

Answer (Yes, No, Clear): [No](#)

If Yes, this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.

5. Is the primary objective of the project to acquire desktop and mobile computing commodities as defined by [SAM](#) Section 4819.34, 4989 ([RPDT Reference Guide](#), References R8)?

Answer (Yes, No, Clear): [No](#)

If Yes, this initiative is a non-reportable project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity. Submit a copy of the completed, approved Stage 1 Business Analysis to the CDT and track the initiative on the Agency Portfolio Report.

6. Does the Project meet all of the criteria for Commercial-off-the-Shelf (COTS) Software and Cloud Software-as-a-Service (SaaS) delegation as defined in [SAM](#) Section 4819.34, 4989.2, and [SIMM](#) Section 22? ([RPDT Reference Guide](#), Reference R9.)

Answer (Yes, No, Clear): [Yes](#)

If Yes, this initiative is a non-reportable project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity; however, submit an approved [SIMM](#) Section 22 COTS/SaaS Acquisition Information Form to the CDT.

7. Will the project require a Budget Action to be completed?

Answer (Yes, No, Clear): [Yes](#)

8. Is it anticipated that the project will exceed the delegated cost threshold assigned by CDT as identified in [SIMM](#) Section 15 Departmental Project Cost Delegation?

Answer (Yes, No, Clear): [Yes](#)

9. Are there any previously imposed conditions place on the state entity or this project by the CDT (e.g. Corrective Action Plan)?

Answer (Yes, No, Clear): [No](#)

If Yes, provide the details regarding the conditions below: [Click or tap here to enter text.](#)

10. Is the system specifically mandated by legislation?

Answer (Yes, No, Clear): [No](#)

Department of Technology Use Only

Original "New Submission" Date: 12/1/2021

Form Received Date: 12/1/2021

Form Accepted Date: 12/1/2021

Form Status: Completed

Form Status Date: 12/1/2021

Form Disposition: Approved

If Other, specify: [Click or tap here to enter text.](#)

Form Disposition Date: 12/1/2021