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# **Criminal Justice Interview Room Recording System Supplier's Declaration of Conformity Requirements**

**NIJ CR-xxxx.00**

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The National Institute of Justice is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance; the Bureau of Justice Statistics; the Office for Victims of Crime; the Office of Juvenile Justice and Delinquency Prevention; and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART).

### Panel of Experts

This document was developed by a panel of practitioners, technical experts, and others with experience in standards development and conformity assessment. Panel members, their organizations and their professional affiliations or expertise are listed in Table 1 and Table 2.

**Table 1. Practitioners**

<b>Type</b>	<b>Name</b>	<b>Organization</b>	<b>Affiliation</b>
Local			
Local			
Local			
Local			
State			

**Table 2. Technical Experts and Others**

<b>Type</b>	<b>Name</b>	<b>Organization</b>	<b>Expertise</b>
Federal			
Federal			
Federal			
Federal			
Federal			
Federal			
Private			
Private			
Private			

### **Advisory Working Group**

The work of the panel was reviewed by an Advisory Working Group (AWG) made up of senior-level representatives from stakeholder organizations and individuals with experience in standards development and conformity assessment. Organizations represented on the AWG are listed in Table 3 below.

**Table 3. AWG Members**

<b>Organization</b>
Federal Bureau of Investigation (FBI)
FBI/NIJ Scientific Working Group on Imaging Technology
Fraternal Order of Police
International Association of Chiefs of Police
Law Enforcement and Emergency Services Video Association
National Institute of Standards and Technology/Law Enforcement Standards Office
National Sheriffs' Association
U.S. Customs and Border Protection

### Steering Committee

The Steering Committee generally directed the effort and helped to ensure coordination among relevant federal programs. The following were the members of the Steering Committee (shown in Table 4 with their respective organizations during the development of this document).

**Table 4. Steering Committee Members**

<b>Member</b>	<b>Organization</b>	<b>Title</b>
Kristina Rose, Chair	U.S. Department of Justice, Office of Justice Programs, National Institute of Justice	Deputy Director
Pamela Cammarata	U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance	Associate Deputy Director
Marc Caplan	U.S. Department of Homeland Security, Science and Technology Directorate, Support to the Homeland Security Enterprise and First Responders Group	Chief of Innovative Technology Programs
Phillip Mattson	U.S. Department of Homeland Security, Science and Technology Directorate, Office of Standards	Acting Director
Bernard Melekian	U.S. Department of Justice, Office of Community Oriented Policing Services	Director
Gary Rogers	U.S. Department of Homeland Security, Federal Emergency Management Agency	Senior Policy Advisor
Mark Stolorow	U.S. Department of Commerce, National Institute of Standards and Technology, Law Enforcement Standards Office	Director

## FOREWORD

The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice (NIJ), has developed this document, NIJ CR-xxxx.00, *Criminal Justice Interview Room Recording System Supplier's Declaration of Conformity Requirements*, which specifies the requirements that a supplier must satisfy in order to declare conformance of an interview room recording system model to NIJ Standard-xxxx.00, *Criminal Justice Interview Room Recording System Standard*.

Those seeking guidance concerning the selection and application of interview room recording systems may wish to refer to NIJ Guide-xxxx.00, *Criminal Justice Interview Room Recording System Selection and Application Guide*, published as a separate document.

NIJ standards are subject to continued research, development and testing, review and modification as appropriate on an ongoing basis. Users of this document are advised to consult the NIJ Standards and Testing Program webpage, accessed from [www.nij.gov/standards](http://www.nij.gov/standards), on a regular basis to determine whether the document has been revised or superseded.

Technical comments and recommended revisions are welcome. Please send all written comments and suggestions to: Director, National Institute of Justice, Office of Justice Programs, U.S. Department of Justice, Washington, DC, 20531, ATTN: NIJ Standards and Testing Program.

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Nothing in this document is intended to create any legal or procedural rights enforceable against the United States. Moreover, nothing in this document creates any obligation for manufacturers, suppliers, public safety agencies, or others to follow or adopt any NIJ voluntary equipment standard.

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## **1. SCOPE AND PURPOSE**

### **1.1 Scope**

This document specifies requirements for compliance determinations under the National Institute of Justice (NIJ) *Criminal Justice Interview Room Recording System Standard* (hereafter, NIJ Standard-xxxx.00).

### **1.2 Purpose and Applications**

**1.2.1** This document addresses requirements for suppliers to help demonstrate consistent application of NIJ Standard-xxxx.00 and this document.

**1.2.2** The requirements of International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) International Standard 17050-1 and 17050-2 are hereby incorporated by reference, except as they may conflict with any provision of this document.

### **1.3 Interpretations**

**1.3.1** Requests for interpretations of these requirements shall be made in writing to: Director, National Institute of Justice, Office of Justice Programs, U.S. Department of Justice, Washington, DC, 20531, ATTN: NIJ Standards and Testing Program. Additional contact information may be found at [www.nij.gov/standards](http://www.nij.gov/standards).

### **1.4 Special Rules**

**1.4.1** NIJ reserves the authority to introduce new or revised requirements and to set transition times for compliance with those requirements.

**1.4.2** NIJ reserves the authority to communicate with any criminal justice agency or the public to address officer safety concerns.

## **2. REFERENCES**

The following publications are referenced in this document. For publications listed immediately below with a date, only the edition cited applies. For undated publications, the latest edition of the referenced publication applies, including any amendments.

### **2.1 ISO/IEC Publications**

ISO 9000:2005. *Quality Management Systems — Fundamentals and Vocabulary*.

ISO/IEC 17000:2004. *Conformity Assessment — Vocabulary and General Principles*.

ISO/IEC 17020. *General Criteria for the Operation of Various Types of Bodies Performing Inspection*.

ISO/IEC 17025. *General Requirements for the Competence of Testing and Calibration Laboratories.*

ISO/IEC 17050-1:2007. *Conformity assessment --Supplier's declaration of conformity – Part 1: General Requirements.*

ISO/IEC 17050-2:2004. *Conformity assessment --Supplier's declaration of conformity – Part 2: Supporting Documentation.*

## 2.2 NIJ Publication

NIJ SAG-xxxx.00, *Criminal Justice Interview Room Recording System Selection and Application Guide.* Washington, DC: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.

NIJ Standard-xxxx.00, *Criminal Justice Interview Room Recording System Standard.* Washington, DC: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.

## 3. DEFINITIONS

In general, the definitions found in ISO/IEC Guide 65, ISO 9000 and ISO/IEC 17000 are incorporated by reference, except as they may conflict with the definitions below. Some definitions from incorporated matter are included below for convenience.

- 3.1 **Compliance/Compliant:** The condition of a model's meeting or exceeding all applicable requirements of NIJ Standard-xxxx.00 as determined pursuant and subject to this document.
- 3.2 **Compliant product:** One unit of a compliant model.
- 3.3 **Inspection:** Examination of a product design, product, process or installation and determination of its conformity with specific requirements or, on the basis of professional judgment, with general requirements. (ISO/IEC 17000, 4.3)
- 3.4 **Manufacturer:** A commercial enterprise engaged in fabricating a product.
- 3.5 **Mark of conformity:** A legally registered certification mark applied by or issued under the procedures of a third-party certification system for a product or service which is in conformity with specific standards or other technical specifications. (ISO Guide 23, 3.1)
- 3.6 **Model:** The manufacturer's design, with unique specifications and characteristics, of a particular item.
- 3.7 **Product:** Except where the context indicates otherwise (e.g., in certain ISO documents), the term "product" means one unit of a particular model.
- 3.8 **Supplier:** The party that is responsible for ensuring that products meet and, if applicable,

continue to meet, the requirements on which the supplier's declaration is based.

#### **4. GENERAL REQUIREMENTS**

- 4.1** Any determination of compliance with NIJ Standard-xxxx.00 shall be made pursuant and subject to the requirements of this document.
- 4.2** The supplier shall comply with the requirements of this document and ISO/IEC Guide 17050-1 and 17050-2.
- 4.3** For conducting testing, the supplier shall use either (1) test laboratories that are accredited to ISO/IEC 17025 by an accreditation body that is a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement or (2) test laboratories not accredited for this scope but for which documentation demonstrating compliance with the requirements of ISO/IEC 17025 has been provided.
- 4.3.1** The test laboratory's scope of accreditation or documentation demonstrating compliance shall include the standard or test method for which it is supplying data.

#### **5. DETERMINATION OF COMPLIANCE**

- 5.1** The supplier shall have a program for initial determination of compliance of models.
- 5.2** At a minimum, the program shall include inspection, audit, and testing by an appropriate test laboratory as required by NIJ Standard-xxxx.00 and this document,.

#### **6. SUPPLIER'S DECLARATION OF CONFORMITY**

- 6.1** The supplier shall provide a declaration of conformity meeting the minimum requirements of ISO/IEC International Standard 17050-1 including:
- Unique model number.
  - Legal name and legal address of the supplier.
  - Manufacturing location address (city, state/province, country).
  - Name and contact information for the legal representative of the supplier.
  - Identification of what the declaration covers (e.g., model description; inspection, audit, and testing).
  - Identification of applicable NIJ standard that the declaration is based on.
  - Date and place of issue.
  - Any limitation related to the validity of the declaration.

**7. LABELING AND MARKING**

**7.1** The supplier shall provide a copy of the declaration of conformity with each compliant product.

**8. REEVALUATION OF THE VALIDITY OF THE DECLARATION OF CONFORMITY**

**8.1** The supplier shall have in place procedures to reevaluate the validity of the declaration of conformity when:

- There are changes that affect the product's design or specifications;
- There are changes to the specified requirements that relate to the object of the declaration;
- There are changes in ownership or management of the supplier; or
- There is any relevant information which indicates the object no longer fulfills the specified requirements.

**9. SUPPORTING DOCUMENTATION**

**9.1** The supplier shall ensure that the supporting documentation contains the following:

- Description of the object of the declaration of conformity, including design documentation and
- Conformity assessment results such as description of the method used to determine conformity, the actual results, and records on the evaluation of those results which led to the declaration of conformity.

**9.2** The supporting documentation shall address traceability for the declaration of conformity, availability of any supporting documentation, and retention of supporting documents for the declaration of conformity. The supplier shall maintain at least the following records for a minimum of five years:

- (1) Information relating to the supplier or a particular product or model;
- (2) Returns and complaints related to compliant products and actions taken in response;
- (3) Documentation related to compliant product recall.
- (4) Design documentation.
- (5) Installation guidance.
- (6) *Supplier Declaration of Conformity* for each compliant product according to the example provided in Appendix A.



**Appendix A. Supplier Declaration of Conformity**

<b>1. Supplier Information</b>	
Supplier Name	
Supplier Address	
Supplier Telephone	
Supplier Email Address	

<b>2. Interview Room Recording System Model Information</b>	
Model Name	
Model Number	
Date of Model Declaration	
Test Laboratory Name	
Test Laboratory Address	

<b>3. Interview Room Recording System Compliant Product Information</b>	
Identification of System-level Components, including Serial Numbers for Each	

<b>Supplier Attestation:</b>	
<p>The supplier attests that the information contained in this document is correct, accurate, and complete. This model was determined to be compliant with NIJ Standard-xxxx.00.</p> <p>The Interview Room Recording System Demonstration Test specified in NIJ Standard-xxxx.00, Section 6.xx, was performed for this product (by the supplier or organization authorized by the supplier), and this product was verified as meeting the requirements of NIJ Standard-xxxx.00, Section 5.xx.</p>	
Signature of legal representative of the Supplier	
Printed Name	
Telephone	
Date	