

Appendix E: Policy Summaries

PROTECTING THE PUBLIC'S RIGHT TO KNOW

	How long is data stored?	When must data be discarded?	How much data is stored?	What data is available to the public?	How does the public access footage?	When is data available to the public?	Who authorizes access to footage?	Which databases or third parties have access to the data?	Are there agreements to share data with external entities (i.e., other agencies, departments, or private corporations)?
Abingdon Police Department	For one year or until case is resolved or evidence released, whichever takes longer.	After one year or until case is resolved or evidence released, whichever takes longer.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Aquia Harbour Police Department	Unclear from policy. (response notes that data deleted after 90 days, unless needed for court. Then it's downloaded and kept as evidence.)	Unclear from policy. (Response notes that data is automatically deleted after 90 days, unless housed as evidence.)	All data.	Unclear from policy. (Response notes that footage generally always made available to the parties involved and made available to public on case by case basis.)	Unclear from policy.	Unclear from policy.	Chief of Police.	Vieuv storage system.	Unclear from policy. (Response notes that no agreements exist.)
Ashland Police Department	45 days for non-evidentiary data; until case is resolved and/or legal requirements met for evidentiary data, whichever is longer.	Erased after 45 days, unless evidentiary, in which case erased after case resolved, or legal requirements met, whichever is longer.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear re: non-evidentiary data. Evidentiary video requires approval from the evidence custodian.	Evidence.com	Unclear from policy.
Bedford Police Department	In accordance with Library of Virginia retention schedule.	In accordance with Library of Virginia retention schedule.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Berryville Police Department	Non-evidentiary - 90 days; evidentiary - 3 years or until case resolved, whichever is longer.	Non-evidentiary - after 90 days; evidentiary - 3 years or until case resolved, whichever is longer.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Blackstone Police Department	Non-evidentiary - 60 days; evidentiary - shall be retained for 3 years or until the case is resolved or evidence is released, whichever is longer.	Non-evidentiary - 60 days and erased after that period; evidentiary - shall be retained for 3 years or until the case is resolved or evidence is released, whichever is longer and erased after that period.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.

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Brunswick County Sheriff's Office	Non-evidentiary - 3 months; evidentiary - unclear.	Non-evidentiary - overwritten after 3 months; evidentiary - unclear.	Unclear, but appears all.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy, but Commonwealth's Attorney will have strong influence on the dissemination of data that contain evidentiary value.	Unclear from policy, but Commonwealth's Attorney will have strong influence on the dissemination of data that contain evidentiary value.
Chesapeake Police Department	Non-evidentiary - no longer than 13 months; evidentiary - indefinite.	Non-evidentiary - no later than 13 months; evidentiary -indefinite.	Appears all, but not clear.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police.	Unclear from policy.	Unclear from policy.
Chincoteague Police Department	Non-evidentiary - 30 days; evidentiary - 30 days or until the case is resolved or evidence is released, whichever is longer.	Non-evidentiary - 30 days then erased; evidentiary - 30 days or until the case is resolved or evidence is released, whichever is longer then destroyed.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Colonial Heights Police Department	Non-Evidentiary & "Uncategorized" videos - purged no sooner than 30 days from their upload; evidentiary & training/Demo - until they no longer serve a law enforcement purpose, after which videos will be re-categorized and purged from the system. Once an officer determines that an evidentiary video is no longer needed then the officer will re-categorize it in order to purge.	Non-Evidentiary & "Uncategorized" videos -purged no sooner than 30 days from their upload; evidentiary & training/Demo - until they no longer serve a law enforcement purpose, after which videos will be re-categorized and purged from the system. Once an officer determines that an evidentiary video is no longer needed then the officer will re-categorize it in order to purge.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Policy states that officers are permitted to share with Commonwealth Attorney's office and any federal, state, or local agency that needs the BWC data for a law enforcement purpose.	Policy states that officers are permitted to share with Commonwealth Attorney's office and any federal, state, or local agency that needs the BWC data for a law enforcement purpose.

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Danville Police Department	Uncategorized - 180 days then automatically deleted; Retention periods will be established according to the criminal justice purpose of the data with guidance from the Library of Virginia General Schedule. BWC data will be held no longer than useful for purposes of training or for use in an investigation or prosecution.	Uncategorized - 180 days then automatically deleted; Retention periods will be established according to the criminal justice purpose of the data with guidance from the Library of Virginia General Schedule. BWC data will be held no longer than useful for purposes of training or for use in an investigation or prosecution.	Unclear from policy.	As provided in FOIA, but department retains the right to limit or restrict, for any reason and at any time, the viewing or accessing of BWC data.	Unclear from policy.	As provided in FOIA, but department retains the right to limit or restrict, for any reason and at any time, the viewing or accessing of BWC data.	Chief of Police or designee.	Per MOU, Danville Commonwealth's Attorney's Office has direct desktop inquiry access to the computerized criminal histories and incident report databases maintained by the police department and evidence.com.	Per MOU, Danville Commonwealth's Attorney's Office has direct desktop inquiry access to the computerized criminal histories and incident report databases maintained by the police department and evidence.com.
Dinwiddie County Sheriff's Office	Non-Evidentiary videos - purged from the system no later than 90 days from their upload or re-categorization; evidentiary or training/demo - until they no longer serve a law enforcement purpose, after which videos will be re-categorized as Non-Evidentiary and purged from the system; uncategorized - purged from the system no later than 180 days from their upload.	Non-Evidentiary videos - purged from the system no later than 90 days from their upload or re-categorization; evidentiary or training/demo - until they no longer serve a law enforcement purpose, after which videos will be re-categorized as Non-Evidentiary and purged from the system; uncategorized - purged from the system no later than 180 days from their upload.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Sheriff or designee.	Unclear from policy.	Policy states that officers are permitted to share with Commonwealth Attorney's office and any federal, state, or local agency that needs the BWC data for a law enforcement purpose.
Drakes Branch Police Department	Non-evidentiary - 90 days at which time it shall be erased; evidentiary - 3 years or until the case is resolved or evidence is released, whichever is longer, and then the media storage device or its contents shall be destroyed.	Non-evidentiary - 90 days at which time it shall be erased; evidentiary - 3 years or until the case is resolved or evidence is released, whichever is longer, and then the media storage device or its contents shall be destroyed.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Farmville Police Department	Non-evidentiary - 90 days; evidentiary value - 3 years or until the case is resolved or evidence is released, whichever is longer.	Non-evidentiary - 90 days then erased; evidentiary value - 3 years or until the case is resolved or evidence is released, whichever is longer and then destroyed.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.

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Ferrum College Police Department	Non-evidentiary - 90 day time period then deleted; evidentiary - 90 days past appeal deadline dates before being deleted.	Non-evidentiary - 90 day time period then deleted; evidentiary - 90 days past appeal deadline dates before being deleted.	Appears all, but not clear.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Frederick County Sheriff's Office	Non-evidentiary - 60 days from the date the data was downloaded, then erased; evidentiary - may be recycled after the case is disposed of and all appeals are exhausted.	Non-evidentiary - 60 days from the date the data was downloaded, then erased; evidentiary - may be recycled after the case is disposed of and all appeals are exhausted.	Unclear from policy.	Unclear from policy.	Unclear from policy. Requests from media or individuals must be accompanied by a minimum fee of \$25 per event.	Unclear from policy.	Permission of Sheriff.	Unclear from policy. Frederick Commonwealth's Attorney members can view the data as necessary to complete their investigations and/or prosecutions.	Unclear for non-evidentiary; evidentiary - duplication of any recording for other than legitimate law enforcement purpose is prohibited.
Galax Police Department	Policy states that files should be stored securely at a minimum in accordance with state records retention laws. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency. Chief's written response states six months or conclusion of criminal proceeding or internal investigation.	Policy states that files should be stored securely at a minimum in accordance with state records retention laws. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency. Chief's written response states six months or conclusion of criminal proceeding or internal investigation.	All data.	Unclear from policy (Chief provided written response - in compliance with FOIA re: public request for video).	Unclear from policy (Chief provided written response - citizens complete FOIA request form and defense counsel submit request in writing).	Unclear from policy. Chief's written response states: in compliance with FOIA regarding public request for video.	Chief of Police or designee.	Unclear from policy.	Unclear from policy (no agreements according to Chief's written response).

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Gordonsville Police Department	Non-evidentiary - unclear; evidentiary - until the case is disposed of and all appeals are exhausted, or until released by the courts and the Commonwealth's Attorney. All data kept in accordance with General Orders on Property and Evidence Control and Evidence Collection and Preservation.	Non-evidentiary - unclear; evidentiary - until the case is disposed of and all appeals are exhausted, or until released by the courts and the Commonwealth's Attorney. All data kept in accordance with General Orders on Property and Evidence Control and Evidence Collection and Preservation.	All data.	Unclear from policy. Request from the media or other non-law enforcement agencies may be charged a fee of \$25.00 per event made payable to the Town of Gordonsville. All such requests are asked to be in writing and from persons entitled to view such recordings.	Unclear from policy.	Unclear from policy.	Digital copies- permission from the Chief of Police or designee; other data - unclear.	Unclear from policy.	Unclear from policy.
Greene County Sheriff's Office	Per policy regarding Property and Evidence for evidence procedures. Recorded incidents will be kept for a period of at least 90 days before being purged. Data flagged for complaint or potential complaint is retained indefinitely.	Per policy regarding Property and Evidence for evidence procedures. Recorded incidents will be kept for a period of at least 90 days before being purged. Data flagged for complaint or potential complaint is retained indefinitely.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Sheriff.	Unclear from policy.	Unclear from policy.
Halifax Police Department	The following list consists of the recording retention times in days: No category - Until Manually Deleted; Criminal Arrest - Until Manually Deleted; Criminal Traffic Stop - Until Manually Deleted; Investigation - Until Manually Deleted; Non Evidentiary - 14 Days; Pending Review B21 - Until Manually Deleted; Traffic Accident - 14 Days; Traffic Stop- 120 Days.	The following list consists of the recording retention times in days: No category - Until Manually Deleted; Criminal Arrest - Until Manually Deleted; Criminal Traffic Stop - Until Manually Deleted; Investigation - Until Manually Deleted; Non Evidentiary - 14 Days; Pending Review B21 - Until Manually Deleted; Traffic Accident - 14 Days; Traffic Stop- 120 Days.	Unclear, but appears all.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Subpoenas or Freedom of Information requests will be handled by the chief of police.	Evidence.com	Unclear from policy.

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Hampton Police Department	DVD evidence will be destroyed in accordance with all guidelines pertaining to evidence destruction. The original is maintained by the Special Projects Unit and retention of all video/audio recordings will be in adherence to the "Retention and Disposition Schedule" as set forth by the Library of Virginia	DVD evidence will be destroyed in accordance with all guidelines pertaining to evidence destruction. The original is maintained by the Special Projects Unit and retention of all video/audio recordings will be in adherence to the "Retention and Disposition Schedule" as set forth by the Library of Virginia.	Unclear from policy.	Unclear from policy. Disclosure of the contents of videos to others shall be made in accordance with the provisions of the Virginia Freedom of Information Act, and/or the approval of the Chief of Police.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Haymarket Police Department	Data downloaded to officer's computer or to a thumb drive and maintained until the officer is certain it will no longer be needed. "Trivial things" that can in no way come back on the officer may be erased, but officers should be careful about this decision and by all means retain the footage as long as is necessary.	Data downloaded to officer's computer or to a thumb drive and maintained until the officer is certain it will no longer be needed. "Trivial things" that can in no way come back on the officer may be erased, but officers should be careful about this decision and by all means retain the footage as long as is necessary.	Unclear, but appears all.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Henrico Police Department	If not transferred to Division database: Uncategorized recordings - retained by Evidence.com for 90-days. Evidentiary recordings - retained by Evidence.com for 180 days. If transferred to other Division database: Evidentiary recording needed beyond 180 days for the prosecution of a criminal or traffic case shall be transferred into ADAMS.	If not transferred to Division database: Uncategorized recordings - retained by Evidence.com for 90-days. Evidentiary recordings - retained by Evidence.com for 180 days. If transferred to other Division database: Evidentiary recording needed beyond 180 days for the prosecution of a criminal or traffic case shall be transferred into ADAMS.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Evidence.com.	Unclear from policy.

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Hopewell City Sheriff's Office	The officer will maintain the video on file until it is determined that there is no further need of the video.	The officer will maintain the video on file until it is determined that there is no further need of the video.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Sheriff or designee.	Unclear from policy.	Policy states that officers are permitted to share with Commonwealth Attorney's office and any federal, state, or local agency that needs the BWC data for a law enforcement purpose.
Hurt Police Department	Non-evidentiary - 90 days; all other files - stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	Non-evidentiary - 90 days, but unclear if then destroyed; all other files - stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy, but states that accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.	Chief of Police or designee.	Evidence.com.	Unclear from policy.
Isle of Wight County Sheriff's Office	Files will be stored securely and in accordance with Virginia record retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under the control of a criminal justice agency.	Files will be stored securely and in accordance with Virginia record retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under the control of a criminal justice agency.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.

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Kenbridge Police Department	Files should be stored securely in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	Files should be stored securely in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief Executive Officer or designee.	Unclear from policy.	Unclear from policy.
Lawrenceville Police Department	Non-evidentiary - 3 months, then overwritten unless determined that the recordable media may be used as evidence. Unclear regarding evidentiary data.	Non-evidentiary - 3 months, then overwritten unless determined that the recordable media may be used as evidence. Unclear regarding evidentiary data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy, but Commonwealth's Attorney will have strong influence on the dissemination of data that contain evidentiary value.	Unclear from policy.	Unclear from policy.
Longwood University Police Department	Non-evidentiary - 90 days at which time it will be erased; evidentiary - unclear, copied and entered into evidence.	Non-evidentiary - 90 days at which time it will be erased; evidentiary - unclear, copied and entered into evidence.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Louisa County Sheriff's Office	Files should be stored securely in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	Files should be stored securely in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Sheriff or Chief Deputy.	Unclear from policy.	Unclear from policy, but cover letter to response states that "Counsel" must complete a form to receive access.

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Manassas Park City Police Department	60 days then erased unless flagged. Unclear how long flagged data is maintained.	60 days then erased unless flagged. Unclear how long flagged data is maintained.	Unclear, but appears all.	Data subject to the same statutory exemptions from disclosure as any other Departmental records.	Unclear from policy.	Subject to the same statutory exemptions from disclosure as any other departmental records.	Chief of Police.	Evidence.com.	Temporary access rights given to any prosecutorial agency associated with any future prosecution involving data collected by a BWC.
Martinsville Police Department	Minimum/Maximum (days): Assist other Agency 120/150; Assist other Officer 120/150; Vehicle Crash 120/150; Alarm – Business / Residential 120/150; Body Camera default 120/121; Criminal Apprehension 120/150; Crisis Intervention Team, Emergency Custody Order, temporary detention order 120/150; Disorderly Person/Group 120/150; Domestic 120/150; DUI-DUID 770/1095; Evidence Indefinite/Indefinite; Funeral Escort 30/31; General Assistance 120/150; General Traffic Stop 120/150; Internal Affairs (Admin only) Indefinite/Indefinite; Interview Room 1 365/366; Interview Room 2 365/366; Pursuit 770/1095; Red-light/Stop Sign 120/150; Search of Vehicle or Person Indefinite/Indefinite; Speeding 120/150; Victim Interview 120/150; Video Training 10/11; Witness Interview 120/150	Minimum/Maximum (days): Assist other Agency 120/150; Assist other Officer 120/150; Vehicle Crash 120/150; Alarm – Business / Residential 120/150; Body Camera default 120/121; Criminal Apprehension 120/150; Crisis Intervention Team, Emergency Custody Order, Temporary detention order 120/150; Disorderly Person/Group 120/150; Domestic 120/150; DUI-DUID 770/1095; Evidence Indefinite/Indefinite; Funeral Escort 30/31; General Assistance 120/150; General Traffic Stop 120/150; Internal Affairs (Admin only) Indefinite/Indefinite; Interview Room 1 365/366; Interview Room 2 365/366; Pursuit 770/1095; Red-light/Stop Sign 120/150; Search of Vehicle or Person Indefinite/Indefinite; Speeding 120/150; Victim Interview 120/150; Video Training 10/11; Witness Interview 120/150. When disk usage is between 70% and 80% expired videos that have not been accessed for 150 days are deleted.	Unclear from policy.	Any citizen who is recorded on one of the videos is welcome to view the video.	Unclear from policy.	Any citizen who is recorded on one of the videos is welcome to view the video.	Chief or designee.	Unclear from policy.	Unclear from policy.

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Massanutten Police Department	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
New Market Police Department	Non-evidentiary -90 days then erased. Evidentiary 3 years or until case is resolved or evidence released, whichever is longer (then destroyed).	Non-evidentiary -90 days then erased. Evidentiary 3 years or until case is resolved or evidence released, whichever is longer (then destroyed).	Appears all, but unclear.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Newport News Police Department	No less than that required by Virginia Records Retention Act. For data regarding potential criminal charges not filed - one year after statute of limitations. Regarding Professional standards Division Complaints - in accordance with administrative/internal investigations policy or until matter is resolved, whichever is later. For routine events not associated with criminal investigation or internal complaint - at least 30 days.	Recordings that have met appropriate retention times defined here may be destroyed in accordance with Library of Virginia guidelines.	All data.	All requests will be honored in compliance with FOIA. Data tagged as evidence will only be released with approval from Commonwealth's Attorney. Legitimate confidential information will be redacted or obscured.	Unclear from policy.	Unclear from policy.	Unclear for non-evidentiary. Commonwealth's Attorney for evidentiary.	Unclear from policy.	Unclear for non-evidentiary. Commonwealth's Attorney for evidentiary.
Norfolk Police Department	In accordance with state record retention laws and no longer than necessary for purposes of training or for investigation or prosecution. Recordings in capital cases should be kept until offender is no longer under control of criminal justice agency. Recordings copied and produced as evidence will be stored until case is completely adjudicated.	Recordings with no investigatory or evidentiary value generally may be deleted after 45 days of storage.	All data.	Per established procedures. Copies can be edited or redacted to preserve the privacy of individuals unrelated to the case who may have been captured.	Through established FOIA procedures.	Unclear from policy.	Chief of Police.	Evidence.com.	Unclear from policy.

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Orange Police Department	At this time, all video is being kept indefinitely. All video evidence shall be kept according to the recommendations of the Library of Virginia standards. Follows existing department evidence procedures.	At this time, all video is being kept indefinitely. All video evidence shall be kept according to the recommendations of the Library of Virginia standards.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police.	Evidence.com.	Unclear from policy, but videos can be shared only with other attorneys after cleared by the Commonwealth's Attorney.
Patrick County Sheriff's Office	The recordable media will be downloaded and stored by the Chief Deputy or his designee for a period of three months. At the end of the three months the recordable media will be overwritten. If during this time period it is determined that the recordable media may be used as evidence it will be downloaded to a disk for court purposes.	The recordable media will be downloaded and stored by the Chief Deputy or his designee for a period of three months. At the end of the three months the recordable media will be overwritten. If during this time period it is determined that the recordable media may be used as evidence it will be downloaded to a disk for court purposes.	Appears all, but not clear.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy, but Commonwealth's Attorney has strong influence over dissemination of data with evidentiary value.
Pearisburg Police Department	Non-evidentiary - 90 days at which time it shall be erased. Evidentiary - 3 years or until the case is resolved or evidence is released, whichever is longer, and then the media storage device or its contents shall be destroyed.	Non-evidentiary - 90 days at which time it shall be erased. Evidentiary - 3 years or until the case is resolved or evidence is released, whichever is longer, and then the media storage device or its contents shall be destroyed.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Radford Police Department	Non-evidentiary - 30 days from recording date and then erased following the Library of Virginia Guidelines.	Non-evidentiary - 30 days from recording date and then erased following the Library of Virginia Guidelines.	Appears all.	Per general Records Management Guidelines for records release.	Per general Records Management Guidelines for records release.	Per general Records Management Guidelines for records release.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Radford University Police Department	According to Library of Virginia requirements.	According to Library of Virginia requirements.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.

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Regent University Police Department	Unclear from policy, but notes audio or video recordings of investigative or enforcement actions are evidence, and subject to rules of disclosure. The Department regulates and controls all forms of evidence collection and storage.	Unclear from policy, but notes audio or video recordings of investigative or enforcement actions are evidence, and subject to rules of disclosure. The Department regulates and controls all forms of evidence collection and storage.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Richlands Police Department	Non-evidentiary - 90 days at which time it shall be erased. Evidentiary - 3 years or until the case is resolved or evidence is released, whichever is longer, and then the media storage device or its contents shall be destroyed.	Non-evidentiary - 90 days at which time it shall be erased. Evidentiary - 3 years or until the case is resolved or evidence is released, whichever is longer, and then the media storage device or its contents shall be destroyed.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Roanoke County Sheriff's Office	Up to 30 days or in accordance with Library of Virginia retention schedule, unless video is needed for a criminal/civil investigation or court case.	Up to 30 days or in accordance with Library of Virginia retention schedule, unless video is needed for a criminal/civil investigation or court case.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Rocky Mount Police Department	Downloaded incidents not needed as evidence or other official RMPD business will be erased after 45 days from the date of the recording.	Downloaded incidents not needed as evidence or other official RMPD business will be erased after 45 days from the date of the recording.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.
Salem Police Department	Non-evidentiary - unclear; evidentiary - same as any other evidence.	Non-evidentiary - unclear; evidentiary - same as any other evidence.	Appears all, but unclear.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Office of the Chief of Police.	Unclear from policy.	Unclear from policy.
Shenandoah County Sheriff's Office	All recorded data downloaded into the system will be retained for at least 30 days consistent with the Code of Virginia, unless flagged for evidentiary or other internal purposes.	All recorded data downloaded into the system will be retained for at least 30 days consistent with the Code of Virginia, unless flagged for evidentiary or other internal purposes.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Sheriff.	Unclear from policy.	Unclear from policy.

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PROTECTING THE PUBLIC'S RIGHT TO KNOW

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Smithfield Police Department	Non-evidentiary - maintained for 30 days from its origination date. Evidentiary - follows Property and Evidence procedures.	Non-evidentiary - maintained for 30 days from its origination date. Evidentiary - follows Property and Evidence procedures.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Suffolk Police Department	Unflagged - 30 days; evidentiary - in accordance with Property and Evidence Policy.	Unflagged - 30 days; evidentiary - in accordance with Property and Evidence Policy.	Unclear from policy.	Unclear from policy.	FOIA.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Unclear from policy.
Tappahannock Police Department	Evidentiary value - minimum of three years or until the case is resolved or the evidence is released, whichever is longer. Non-evidentiary - destroyed after 30 days.	Evidentiary value - minimum of three years or until the case is resolved or the evidence is released, whichever is longer. Non-evidentiary - destroyed after 30 days.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or designee.	Unclear from policy.	Commonwealth's Attorney upon their request.

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Tazewell County Sheriff's Office	No less than that required by the Virginia Records Retention Act. For retention purposes, recordings related to incidents in which criminal charges are filed are considered part of the case file associated with the case and are retained in accordance with Virginia Retention Schedule guidelines for that case. Recordings related to potential criminal charges that are not filed shall be retained for at least one year after the statute of limitations has expired.	No less than that required by the Virginia Records Retention Act. For retention purposes, recordings related to incidents in which criminal charges are filed are considered part of the case file associated with the case and are retained in accordance with Virginia Retention Schedule guidelines for that case. Recordings related to potential criminal charges that are not filed shall be retained for at least one year after the statute of limitations has expired.	Appears all data.	Data permitted under FOIA. Recordings that contain audio or video of a legitimate confidential nature will be redacted or obscured from downloaded copies. Active cases and evidence are exempt from being released to the public under current FOIA guidelines. Subject to approval of Sheriff or designee. If evidentiary, requires approval from Commonwealth's Attorney. If not evidentiary, then subject to FOIA.	Per FOIA. All lawful requests for existing BWC file will be honored according to department-approved protocol and in compliance with FOIA guidelines. Requests from non-law enforcement will be charged a fee for duplication. Subject to approval of Sheriff or designee.	Prior to the end of the 30-day retention period. Subject to approval of Sheriff or designee. If evidentiary, requires approval from Commonwealth's Attorney. If not evidentiary, then subject to FOIA.	Sheriff or designee. If evidentiary requires approval from Commonwealth's Attorney.	Evidence.com.	Unclear from policy.
University of Virginia Police Department	Non-evidentiary - automatically purged 90 days after creation. Evidentiary - handled in accordance with evidence retention schedules. All recordings will be managed in compliance with the Library of Virginia Records Retention and Disposition Schedules.	Non-evidentiary - automatically purged 90 days after creation. Evidentiary - handled in accordance with evidence retention schedules. All recordings will be managed in compliance with the Library of Virginia Records Retention and Disposition Schedules.	Appears all data.	Unclear from policy.	FOIA.	Unclear from policy.	Chief of Police or Support Services Captain or designee for FOIA.	Evidence.com	Unclear from policy.

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Virginia Commonwealth University Police Department	Refer to the Virginia Records Retention and Disposal Schedule for All Locality Law Enforcement Activities: digital recordings shall be retained for a minimum of 45 days; digital recordings entered into evidence will be handled in accordance with evidence retention schedules; digital recordings not attached to a case will be automatically purged 45 days after creation.	Refer to the Virginia Records Retention and Disposal Schedule for All Locality Law Enforcement Activities: digital recordings shall be retained for a minimum of 45 days; digital recordings entered into evidence will be handled in accordance with evidence retention schedules; digital recordings not attached to a case will be automatically purged 45 days after creation.	All files.	Unclear from policy.	FOIA.	Unclear from policy.	Performance Management Coordinator and/or Chief of Police.	Evidence.com.	Unclear from policy.
Warrenton Police Department	Maintained in accordance with the standards set forth by the Library of Virginia.	Maintained in accordance with the standards set forth by the Library of Virginia.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police or Deputy Chief.	Unclear from policy.	Unclear from policy.

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Waynesboro Police Department	Data stored securely and maintained as required by law and in accordance with the Library of Virginia requirements. Uncategorized data and traffic stop data - generally deleted automatically after a period of 90 days. All other data stored until it has served its legitimate law enforcement purpose, after which, it will be deleted or retained as follows: data for court purposes - retained until the final court proceeding has been completed; data regarding an officer injury -retained indefinitely; data that is useful for training purposes - retained indefinitely; data regarding a complaint, use of force, supervisor inquiry, or internal affairs investigation -retained indefinitely; data storage time frames may be edited by the Chief of Police at any time in order to reduce data storage costs on Evidence.com or in order to improve the efficiency of the Evidence.com system.	Data will be stored securely and maintained as required by law and in accordance with the Library of Virginia requirements. Uncategorized data and traffic stop data - generally deleted automatically after a period of 90 days. All other data will be stored until it has served its legitimate law enforcement purpose. After the data has served its legitimate law enforcement purpose, it will be deleted or retained according to the guidelines established below: data for court purposes - retained until the final court proceeding has been completed; data regarding an officer injury -retained indefinitely; data that is useful for training purposes - retained indefinitely; data regarding a complaint, use of force, supervisor inquiry, or internal affairs investigation -retained indefinitely; data storage time frames may be edited by the Chief of Police at any time in order to reduce data storage costs on Evidence.com or in order to improve the efficiency of the Evidence.com system.	All data.	Unclear from policy.	Unclear from policy.	Release of data subject to same statutory and department guidelines as any other department record. In addition, the department retains the right to limit or restrict, for any reason or at any time, the viewing or access of the data.	Chief of Police or designee.	Evidence.com.	Unclear from policy.

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West Point Police Department	Files will be stored securely and in accordance with Virginia record retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under the control of a criminal justice agency.	Files will be stored securely and in accordance with Virginia record retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under the control of a criminal justice agency.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of designee.	Unclear from policy.	Unclear from policy.
Wintergreen Police Department	Appears to follow Property/Evidence Procedures.	Appears to follow Property/Evidence Procedures.	All data.	Unclear from policy.	Unclear from policy.	Unclear from policy.	Chief of Police.	Unclear from policy.	Unclear from policy.
Woodstock Police Department	Downloaded data stored a minimum of 90 days. Evidentiary data (criminal cases or citizen complaints) retained in accordance with existing policy.	Downloaded data stored a minimum of 90 days. Evidentiary data (criminal cases or citizen complaints) retained in accordance with existing policy.	Unclear, but appears all.	Unclear from policy.	Unclear from policy.	Per FOIA.	Chief of Police.	Evidence.com.	Unclear from policy.
York / Poquoson Sheriff's Office	Files should be stored securely in accordance with the Library of Virginia records retention schedule and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	Files should be stored securely in accordance with the Library of Virginia records retention schedule and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.	All data.	Unclear from policy.	Unclear from policy.	In accordance with law.	Sheriff or designee.	Unclear from policy.	Unclear from policy.