



POLICE DEPARTMENT
City of Manassas Park
329 Manassas Drive
Manassas Park, VA 20111
703-361-1136 • Fax 703-330-2517

JOHN C. EVANS, COLONEL
CHIEF OF POLICE

June 23, 2015

Frank Knaack
Director, Public Policy and Communications
American Civil Liberties Union of Virginia
701 E. Franklin Street
Suite 1412
Richmond, VA 23219

RE: FOIA Request / Body Camera Equipment and Policy

Dear Mr. Hollingsworth:

The Manassas Park Police Department (the "Department") is in receipt of your letter dated June 12, 2015, which was sent via email to and received by the Department on June 16, 2015. In your letter, you ask for "records regarding law enforcement worn body cameras, also referred to as police body cameras or body-worn cameras" pursuant to the Virginia Freedom of Information Act (Va. Code § 2.2-3700 *et seq.*) (the "FOIA"). Specifically, you have requested copies of the following:

1. All policies, practices, procedures, rules, or orders concerning (i) the use of body cameras, (ii) the review of body camera data by supervising officers or staff or civilian review personnel to ensure officer compliance with department or agency policies and applicable state and federal law, (iii) the storage of data obtained using body cameras, (iv) access to body camera data, and (v) the sharing of data obtained through body cameras;
2. All agreements to share body camera data with outside agencies or departments, corporations, or other entities; and
3. All training materials used to instruct members of your department or agency in body camera deployment, data management, or operation of automated records systems that contain body camera data to which any member of your department or agency has access, including regional or shared databases.

Enclosed please find a copy of the Manassas Park Police Department's General Order 632 and a copy of the TASER AXON body Quick Start Guide, which are the only Department records that are responsive to numbered paragraphs 1 and 3, above. Please note that although the Department does not have any records that are responsive to numbered paragraph 2, above,



Paragraph E.2.e., under the heading "PROCEDURES", of General Order 632 does specify what agencies are permitted to have temporary access rights to data.

Since the Department's response is being made within five working days following its receipt of your request, please accept this letter as the Department's timely response in accordance with Subsection 2.2-3704B of the FOIA.

Please let me know if I can be of further assistance.

Sincerely,

A handwritten signature in cursive script that reads "K.L. Barton".

Karen L. Barton
Division Chief
Administrative Services