

This letter is in response to your June 12, 2015 Freedom of Information Act request, received June 16, 2015, for information pertaining to law enforcement worn body cameras.

The information provided was a departmental direct order from the Chief of Police dated January 15, 2013. Also, in reference to the policies, practices, procedures, rules, or orders concerning the storage of data obtained using body cameras are the setting referring to the period that data is stored.

January 15, 2013

Body-worn Video Cameras – It will be a priority for our department to do everything possible to capture video and/or audio of use of force incidents as well as other confrontations with citizens. Mandatory use of the body worn video cameras provides undeniable proof that our officers have conducted themselves in a professional manner.

The Martinsville Police Department's body cameras video is stored on a server located in the Department's evidence room. Police body camera videos are stored by the particular event the officer has recorded and selected for the event.

The body camera videos along with in-car camera videos and interview room videos are controlled by an automatic digital video management system or DVMS. The amount of time that a video is maintained on the server is dependent upon the event description and the amount of disk storage available. The DVMS starts cleanup (removal of videos) when disk usage is more than 80%; cleanup stops when disk usage is lowered to 70%. When disk usage is between 70% and 80% expired videos that have not been accessed in 150 days are deleted. Event descriptions with minimum and maximum storage times are as follows in terms of days:

Event Description	Minimum days held	Maximum days held
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
CIT – ECO – TDO	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

Officers can only view their own videos. Supervisors can view their own videos and the videos of the officers they supervise. Administrators and the Commonwealth's Attorney for Martinsville can view all videos. Any citizen who is recorded on one of the videos is welcome to view the video. Only police administrators and the Commonwealth Attorney's office can export videos for court purposes only. Videos cannot be release for any other purpose without approval from the Chief of Police or his designee.

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