



June 12, 2015

Roanoke County Sheriff's Office
Attn: FOIA Officer
401 East Main Street
Salem, VA 24153

Re: FOIA Request / Body Camera Equipment and Policy

Dear Attn: FOIA Officer:

This letter is a request under the Virginia Freedom of Information Act (FOIA), Va. Code § 2.2-3 700 et seq. This request seeks records regarding law enforcement worn body cameras, also referred to as police body cameras or body-worn cameras (hereinafter "body cameras").

AMERICAN CIVIL
LIBERTIES UNION OF
VIRGINIA
701 E. FRANKLIN ST.
SUITE 1412
RICHMOND, VA 23219
T/804.644.8080
WWW.ACLUVA.ORG

Records Requested

Please provide copies of the following records:

1. All policies, practices, procedures, rules, or orders concerning the use of body cameras, including:
 - a. policies or procedures governing use of body cameras;
 - b. what types of data are obtained;
 - c. the conditions under which body cameras are used;
 - d. the frequency of body camera use;
 - e. the number of body camera units or systems acquired; and
 - f. the number of officers equipped with body cameras;
2. All policies, practices, procedures, rules, or orders concerning 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;
3. All policies, practices, procedures, rules, or orders concerning the storage of data obtained using body cameras, including:
 - a. where the data is stored;
 - b. how long data is stored;
 - c. when data must be discarded; and
 - d. how much data your agency or department currently stores;
4. All policies, practices, procedures, rules, or orders concerning access to body camera data, including:
 - a. the legal justification required before a law enforcement employee or
 - b. member of the public may access body camera data;

- c. purposes for which the data may be accessed;
- d. purposes for which the data may not be accessed;
- e. who may access the data, what procedures they must go through to obtain access, and who must authorize access; and
- f. the existence of a system that records who accesses the data and when the data is accessed;

- 5. All policies, practices, procedures, rules, or orders concerning the sharing of data obtained through body cameras, including:
 - a. what type of data¹ is shared;
 - b. what databases your agency puts collected body camera data into; and
 - c. third parties, governmental or private, that may access your agency's body camera data, including what procedures a third party must go through to access the data and any restrictions placed on a third party regarding further sharing of your body camera data;
- 6. All agreements to share body camera data with outside agencies or departments, corporations, or other entities; and
- 7. 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.

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Please inform me in advance if the cost of complying with this request will be greater than \$50.

If the requested documents are available in electronic form, please e-mail them to me at fknaack@acluva.org. Otherwise, please mail them to me at ACLU of Virginia, 701 F Franklin Street, Suite 1412, Richmond, Virginia 23219. Please respond within five (5) business days as required by FOIA. Thank you for your prompt attention to this matter. If you have questions, please contact me at fknaack@acluva.org or (804) 523-2144.

Sincerely,



Frank Knaack
Director, Public Policy and Communications

¹ "Data" or "body camera data" means any data recorded by a body camera.

3. **Body Cameras**

Mobile video recorders such as body cameras or eyeglass cameras shall be utilized to record all use of force incidents occurring in the jail. The corrections captain or designee shall download the video to the Use of force folder on the T-drive. These records shall be maintained up to 30 days or in accordance with the Library of Virginia, unless the video is needed for a criminal/civil investigation or court case.