


Lenexa Police Department	Date of Issue	Effective Date	Number
Standard Operating Procedure	09-20-2013	09-20-2013	
SUBJECT: Inadvertent Video Disposal			
Reference: Directive 8.4 (E) Mobile & Wearable Audio/Video Recorders Directive 10.2 (C) Evidence and Property Control			
Date Revised:			
Source/Author: Captain Greg Bogart			
Authority: Major Dawn Layman			

Purpose

Officers are required to wear and utilize mobile and wearable audio/video recorders during the course of their duties to record police contacts with citizens and to document things of an evidentiary nature. These video recordings are automatically uploaded to the Department server in the case of L3 In Car video and manually uploaded to the server in the case of VieVu video. All video/audio captured on the recording device is uploaded and the officer has no discretion which videos to upload. Occasionally an officer may capture an incident on their personal recording device inadvertently and which has no evidentiary or investigative value and which could be embarrassing to the officer if viewed. An example would be when an officer accidentally leaves his/her VieVu camera on while using the restroom. There is no legitimate need to retain or disseminate such video however it would be retrievable during the normal retention period for videos on the server which are not attached to a case (90 days). It is in the best interest of the individual officer and the Department to prevent others from viewing the video and to remove it from the server. A review process must also be in place to ensure nothing of evidentiary or investigative value is removed from the server prior to any legal requirements.

Levels of Permission

- Officer (officers, detectives)
- Legal (city prosecutors)
- Supervisor Level I (corporals, sergeants, captains)
- Supervisor II (property officer, Radio Shop supervisor)
- Administration (majors, chief, video network technician)

Procedure

When an officer accidentally records an incident that could be embarrassing but which holds no legitimate evidentiary or investigative value, the following procedure will be followed:

- The officer becomes aware a video has been inadvertently created and downloaded to the server or captured on VieVu but not yet downloaded.
- The officer will send an email to his/her supervisor requesting the video be restricted.
- The supervisor will create a case in L3 and mark the case as Private so other employees cannot view it, and then mark it as Restricted pending an Administrative Review. If the video has not yet been downloaded from the VieVu camera, the camera may be given directly to the System Administrator.
- The supervisor will send an email to their Division Commander and the System Administrator indicating the nature of the video and that it needs to be reviewed.
- The Division Commander or his/her designee will review the video/audio to ensure nothing of evidentiary or investigative value is contained on the video.
- Once reviewed, the System Administrator will be notified. The System Administrator will mark the video for Disposal and it will be removed from the server at the end of the routine 90 day retention schedule.
- The video will remain in Restricted status for its duration on the server.