

VIDEO RETENTION POLICY

4. VIDEO RETENTION

The primary function of the air crew is to work closely with ground agents to assist them in their public safety activities while maintaining officer safety. The human eye with assistance from binoculars or the search light gives the crew the best optical acuity in meeting that function. However, if during the limited scope of the mission the video camera is used to capture events electronically, the crew is responsible for rendering only those portions that are valuable for training, education, public safety, or law enforcement purposes. Because of the impact on aircrew safety and the increased workload on the crew, it will not be a requirement to record any event from the air. If the video is electronically recorded and deemed valuable, a rendering will be transferred to a DVD disk and securely stored at the duty station by the tactical flight officer. The DVD disk copies will be retained for three years.

The DVD disks will be logged and categorized by date of mission, TFO ID, Pilot ID, and a brief entry as to content. Training and education videos will be retained as long as they have an ongoing value to the safety and training program. If duty station assignments change, the custody of the file DVD disks and DVD log book will be transferred to the incoming TFO. All retained video copies will be handled in this manner and file DVD disks will be subject to open records requests, administrative review, and subpoena. Any video determined by the crew to be subject to possible litigation or further review will be made available to the investigating agency. Upon surrendering the video to the requesting agency, the evidentiary DVD disk copy will now be the responsibility of the requesting agency or division. The TFO will maintain a file copy as directed in the previous paragraph.