

AIR SUPPORT DIVISION

ORDER NO. 1
8.2.2

January 28, 2002

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: AIRCRAFT VIDEOTAPE PROCEDURES

Effective immediately, the following procedures shall apply to all Air Support Division (ASD) aircraft equipped with videotape capabilities.

VIDEOTAPE CONTROL LOG

- A Videotape Control Log has been established to track the use of videotapes in ASD aircraft and will be maintained in the Watch Commander's office.
- Every videotape used in an ASD aircraft shall be marked with a SID control number.
- Every videotape used in an ASD aircraft shall be recorded in the videotape control log.
- When a videotape is removed from an ASD aircraft the disposition of the videotape shall be recorded in the videotape control log and a new placed in the aircraft.

INITIAL VIDEOTAPE ASSIGNMENT TO AIRCRAFT

- The Day Watch Commander shall ensure that each aircraft with videotape capabilities is equipped with videotape containing a SID control number.

PREFLIGHT RESPONSIBILITIES REGARDING VIDEOTAPES

- Prior to each flight, the TFO shall ensure that a videotape containing an SID control number is inserted in the VCR of his/her assigned aircraft and that at least half of the recording time of the tape is remaining.
- If there is no SID numbered videotape in the aircraft, the TFO shall obtain a numbered videotape from the watch commander and the Watch Commander shall make the appropriate entries in the Videotape Control Log.

POSTFLIGHT RESPONSIBILITIES REGARDING VIDEOTAPES

- If no incidents were videotaped during a flight, the videotape shall remain in the aircraft.
- If an incident involving an arrest, crime scene, or civil liability was videotaped during the flight, the videotape shall be given to the Watch Commander pending booking at SID, Electronics Section. The Watch Commander shall ensure that a "B Slip" is completed and the Watch Commander shall complete the appropriate sections of the Videotape Control Log and issue a new tape.
- The crew making a videotape of an arrest, crime scene, or civil liability incident, shall check the video box on the log. Include the tape number, the name of the arresting officer, and that he/she was notified in the ASD Daily Log.
- If a videotape is made for training or testing purposes, the tape may be left in the aircraft as long as there is at least half of the recording time is remaining on the tape. **DO NOT REWIND THE TAPE.**
- If a training tape is removed from the aircraft, new videotape shall be placed in the aircraft following the above procedures and the disposition of the training tape shall be recorded in the Videotape Control Log. The training tape shall be retained according to the current Department retention regulations.

If there are any questions regarding this Order, please contact Lieutenant Rick Smith.



MICHAEL R. HILLMANN, Captain
Commanding Officer
Air Support Division