

## OFFICE OF OPERATIONS

NOTICE NO. 29

June 10, 1997

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: IN-CAR VIDEO TAPE RETENTION

EFFECTIVE: Immediately

**PURPOSE**

The purpose of this Notice is to modify the In-Car Video (ICV) tape retention period and amend Office of Operations (O.O.) Order No. 2, "ICV Program Guidelines," dated February 12, 1997.

**INFORMATION**

Office of Operations Order No. 2, "ICV Program Guidelines," dated February 12, 1997, is amended as follows:

Page 1, "Commanding Officer Responsibilities" add:

- \* Ensure that ICV tapes are retained for the prescribed period of time. Appoint additional supervisors as necessary to assist the Area In-Car Video Coordinator with tape review. Review and approve the Sergeant's Daily Report, Form 15.48.0, documenting the review of videotapes prior to erasure.

Page 1, "Area In-Car Video Coordinator Responsibilities" add:

- \* Ensure that videotapes are retained for the prescribed period. All videotapes not booked in connection to an incident or not held for an administrative investigation will be retained for a **15-month period** prior to erasure and reuse. Prior to erasure, the tape shall be reviewed by the Area In-Car Video Supervisor or a supervisor designated by the Area commanding officer for tape review. The results of the review shall be documented in a Sergeant's Daily Report, Form 15.48.0. When the

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1.2.1

Sergeant's Daily Report has been reviewed and approved by the commanding officer, the tape may be erased and reissued. Copies of the approved logs will be maintained by the Area ICV Coordinator.

Page 6, "Officers' Responsibilities" delete:

**NOTE: All videotapes not booked in connection to an incident or not held for an administrative investigation will be retained for a six-month period prior to erasure and reuse.**

If there are any questions or any additional information is required, please contact the ICV Coordinator, Evaluation and Administration Section, O.O., at (213) 237-0266.



BERNARD C. PARKS, Deputy Chief  
Director  
Office of Operations

DISTRIBUTION "A"