



PURPOSE:

The purpose of this policy is to have a uniform labeling system and retention schedule for data files for: Body-Worn Camera (BWC) recordings, In Car Camera (ICC) recordings, and all digital evidence captured with Axon Capture mobile application.

POLICY:

It is the policy of this department to properly label and assign retention for data files for: BWC recordings, ICC recordings, and evidence captured with Axon Capture mobile application.

GENERAL DATA LABELING:

- A. Before the data files are transferred to the designated data storage location, employees shall label their data files following the outlined standards below.
 - 1. If an employee is unable to label their data files before the transfer to the designated data storage location, employees shall access the designated storage location and label the data files. Employees should consult with a supervisor if in doubt as to the appropriate labeling.
- B. Employees are responsible for transferring or assuring the proper transfer of the data files from their assigned BWC, ICC, and Axon Capture mobile application to the designated data storage location by the end of their shift.
 - 1. If the data transfer extends beyond the end of the employee's shift, the employee shall check to verify the data transfer was completed on their next working shift.
- C. Labeling designations may be corrected or amended by a supervisor or Records Department staff member.

BODY WORN CAMERA (BWC) DATA LABELING:

- A. The following are the only data fields officers need to modify for BWC data:
 - 1. ID field changed to reference one of the following:
 - a. Case number (i.e. RS20001234)
 - 1. If a case number was obtained this shall always be used even if a citation is related to the incident.
 - b. Citation number (i.e. RS190520900946)
 - 1. If a citation (traffic, parking, or fix-it) is issued and there is no case number associated with the incident this shall always be used.
 - c. Incident number (i.e. RS200610-0015733)
 - 1. If there is no case number or citation related to the incident this shall always be used.
- B. The category field should be changed to a retention category outlined below.

IN CAR CAMERA (ICC) DATA LABELING:

A. The following are the only data fields officers need to modify for ICC data:

1. ID field changed to reference one of the following:
 - a. Case number (i.e. RS20001234)
 1. If a case number was pulled this shall always be used even if a citation is related to the incident.
 - b. Citation number (i.e. RS190520900946)
 1. If a citation (traffic, parking, or fix-it) is issued and there is no case number associated with the incident this shall always be used.
 - c. Incident number (i.e. RS200610-0015733)
 1. If there is no case number or citation related to the incident this shall always be used.

B. The category field should be changed to a retention category outlined below.

AXON CAPTURE MOBILE APPLICATION DATA LABELING:

A. Axon Capture mobile application is used to document digital evidence such as photos, audio (statements), video, and citizen provided evidence. The following will cover the data fields officers need to modify:

1. The Photos ID field changed to reference the:
 - a. Case number (i.e. RS20001234)
2. The Audio (statement) data fields changed:
 - a. The ID data field shall have the case number (i.e. RS20001234)
 - b. The Title data field shall have the last name, first name of the individual who the statement was taken from. An identifier for that individual shall also be in the data field (i.e. Doe, John suspect) (i.e. Doe, Jane victim) (i.e. Doe, Steve witness).
3. The Video data fields changed:
 - a. The ID data field shall have the case number (i.e. RS20001234)
 - b. The Title data field shall have a description of what the video is of (i.e. Snapchat video) (i.e. storefront video) (i.e. point of sale video) (i.e. surveillance video).
4. The Citizen data fields changed:
 - a. The ID data field shall have the case number (i.e. RS20001234)
 - b. The description data field shall have a description of what the citizen provided evidence of.

B. Category field should be changed to a retention category outlined below

DATA RETENTION:

A. Evidentiary data shall be retained for the period specified in the General Records Retention Schedule for the City of Rosemount. When a particular BWC recording, ICC recording, Axon Capture mobile application data recording is subject to multiple retention periods, it shall be maintained for the longest applicable retention period.

- B. Officers should assign as many of the following retention categories that apply to each BWC recording, ICC recording, Axon Capture mobile application data recording.
1. Administrative: 1-year retention period for the following dispositions:
 - a. Assist/Advise/Warn
 - b. Traffic-not resulting in a citation or report
 - c. Training
 - d. Accidental/unintentional
 - e. Demonstration
 2. Citation: 3-year retention period for the following disposition:
 - a. To be used for traffic citations not involving a custodial arrest.
 3. Report and/or Arrest: 7-year retention period for the following dispositions:
 - a. To be used for all arrests or incident report calls for service as well as:
 1. Use of Force by an officer regardless if a report was written
 2. Officer Injury
 4. Permanent: Permanent retention period for the following dispositions:
 - a. Any death (including homicides, suicides, fatal car accidents, etc.)
 - b. Any Criminal Sexual Conduct
- C. Accidental/unintentional BWC or ICC recordings shall be retained as outlined above and may be purged earlier by a command-level staff member with administrative rights to take such action. Any BWC or ICC recordings manually deleted from the system, excluding demonstration recordings, shall be communicated to the Chief of Police or designee, including the type of data and reason for deletion. An audit trail is maintained by the designated data storage location of all administratively deleted recordings.
- D. BWC and ICC recordings that are classified as administrative, or become classified as administrative, shall be retained for a maximum of 12 months following the date of capture. If information comes to light indicating that administrative recordings have evidentiary value, it may be reclassified and retained for a longer period.
- E. An officer or BWC/ICC Administrator may prevent automated deletion by changing the category of the media at any time before deletion. Any media related to an internal investigation of an officer or from an incident in which a signed complaint is made regarding an officer shall be retained for a minimum of six years.
- F. The destruction of data following this policy does not alter the City's duty to defend and indemnify an officer or employee as outlined in MN State Statute Section 466.07.
- G. Property held as evidence for a pending criminal investigation or proceeding shall be retained for a period of time no less than that required pursuant to Minn. Stat. § 628.26.