

Video Media Storage and Integrity

451.1 PURPOSE AND SCOPE

The purpose of this policy is to define and establish the minimum retention period for routine video recordings (video media) as outlined in Government Code § 34090.6.

451.1.1 VIDEO MEDIA STORAGE AND INTEGRITY

Video evidence (video media) once checked in, will be labeled and placed in a designated secure storage area. Digitally recorded media used as evidence will be uploaded to the secure Newark Police Department file server where recorded investigations are stored. This file server is available only to authorized users who have been granted access by Newark Police Department IT Personnel. All other video media that is not booked as evidence will be retained for a minimum of one year, after which time it will be erased, destroyed, or recycled (Government Code § 34090.6).