

## UWPD Digital Media Preservation or Processing

### I. Milestone Video Request Process

- a. Video recordings stored in the Milestone system are only available for 120 days after the recording is created. Requests for video shall be made within 120 days of the event. After 120 days, video is purged in accordance with the agency's records retention.
- b. Requesting campus Milestone video for evidence:
  1. Submit Milestone video request form via UWPD SharePoint.
  2. Digital Forensic Team Member and/or Director of Security Video Operations shall download videos and record the number of requested copies on discs (evidence, officer)
  3. Disc(s) are placed into property room return lockers for the officer to place into evidence.
  4. Officer takes custody of discs from locker, completes property voucher process and supplemental report on disc location.
  5. One disc shall be placed into evidence. If charges exist for the request, one disc shall be made for the D.A.'s Office and given to Court Services. Additional copies may be retained for a working case file. etc.
  6. Video discs of an evidentiary nature obtained from the Milestone system shall be retained by the property room in accordance with evidence retention procedures.
- c. Outside Agencies/Campus Partner Requests
  1. Department personnel receiving a request for milestone video footage from an outside law enforcement agency and/or campus partner shall submit a milestone video request via SharePoint. The discs released shall be tracked electronically.
- d. Open Records Requests
  1. Records Staff shall submit a milestone video request on SharePoint when the department receives an open records request which contains milestone video footage. The discs released shall be tracked electronically.

### II. UWPD Facility Video

- a. Video recordings generated at the UWPD facility are only available for 180 days after the recording is created. Requests for video shall be made within 180 days of the event. After 180 days, facility video is purged in accordance with agency records retention. Events include but aren't limited to: OWI's, Criminal Cases, and/or Juvenile/Evidentiary Interviews.
- b. Requesting UWPD facility video:
  1. Submit Internal Video Request form from UWPD SharePoint.
  2. Records staff shall download videos
  3. Discs are placed into property room return lockers for the officer to place into evidence.
  4. Officer takes custody of disc(s) from locker, adds it into the property/evidence section in their Zuercher case.
  5. One disc shall be placed into evidence. If charges exist. The media file shall be given to Court Services Staff to upload to the D.A.'s Office. Additional copies may be retained for a working case file
  6. Video discs of an evidentiary nature obtained from the UWPD facility shall be retained by the property room in accordance with evidence retention procedures.

### III. Squad Video and Body Camera Video

- a. Squad video and/or body camera video are available for 180 days after the recording is created. Requests for video shall be made within 180 days of the event.
- b. Officer shall complete the necessary categorization at the time of recording and follow all training in regards to the download of videos from the digital device.
- c. Officers shall ensure that their recordings are added to a case in the Motorola Evidence Library for the following types of encounters to ensure compliance with [Wisconsin State Statute 165.87](#) :
  1. Criminal Cases
  2. OWI's
  3. Juvenile or felony Interviews
  4. Use of Force Incidents Above Compliant Handcuffing

5. Use of Naloxone
  6. Custodial arrest(s) that result in a citation and/or criminal charges
  7. Search/frisks that result in a citation and/or criminal charges
  8. Footage that has potential to be evidentiary in nature
- d. All created cases shall include the case report number or call for service ID.
  - e. Even when no physical copies of video are requested, video shall be documented as property in reports
  - f. Requesting copies of case videos
    1. Submit Internal Video Request form from UWPD SharePoint for investigative purposes or for DA case preparation
    2. Records Staff shall download videos onto disc or media format.
    3. Discs are placed into property room return lockers for the officer to place into evidence. Requester shall be notified of disc location.
    4. Officer takes custody of disc(s) from locker, adds this into the property/evidence section of their report and completes a supplemental report on disc location. (Out to DA, retained for investigative purposes, destroyed after investigation, etc.)
    5. Video files saved by the Motorola system of an evidentiary nature obtained from the UWPD mobile video recorders and body worn cameras shall be retained by the property room in accordance with evidence retention procedures.

#### **IV. Dispatch Audio**

- a. Dispatch audio refers to all radio traffic, phone calls and phone transfers.
- b. Dispatch Audio is available for 180 days after the recording is created. Requests for dispatch audio shall be made within 180 days of the event. After 180 days, dispatch audio is purged in accordance with agency records retention.
- c. Requesting copies of dispatch audio
  1. Contact the or LED Manager or LED Supervisor via email detailing the dispatch audio being requested. The request shall include the date, officer(s) involved and time-frame of the incident.
  2. The LED Manager or LED Supervisor shall burn a disk or preserve dispatch audio as requested.
- d. Open Records requests for dispatch audio
  1. Upon receipt of an open records request for dispatch audio, the Records Team shall burn a disk of the requested audio and obtain approval from Assistant Chief of Records or designee prior to release.

Revised: 06/18

Revised: 06/19

Revised: 04/20

Revised: 05/21

Revised: 05/22

Reviewed: 12/23

Revised: 12/24

Revised: 09/25

