

Policy and Procedure

Number: 1214



Subject: Public Request for Duplication of Video Data		
Date Issued: 09-20-02	Effective Date: 02-16-12	Revision Number: 3

POLICY:

In accordance with the Wisconsin State Open Records Act, the Racine Police Department is required to review requests for duplication of our records of video data. The Department will maintain a procedure that will effectively comply with the Open Records statutes of Wisconsin and protect the interests of the Racine Police Department.

DEFINITION:

MVRE – Mobile Video Recording Equipment (Panasonic Digital Arbitrator System)

PROCEDURE:

When an individual requests a copy of the video of an incident recorded on MVRE or any Department Maintained Video system:

RECORDS MANAGER:

1. Provide a Video Duplication Request form (RPD98) to any person requesting duplication of video data.
2. Forward the completed Video Duplication Request to the Deputy Chief of Professional Standards for review.
3. If approved by the Deputy Chief of Professional Standards, release the provided duplicate video data to the person or entity requesting it under the “Open Records Law”.

DEPUTY CHIEF OF PROFESSIONAL STANDARDS:

1. Review all Video Duplication Requests submitted.
2. Approve or deny duplication. (An explanation or reason must be provided for denial.)
3. Review the duplicate video data to ensure that it contains only the materials approved for release.
4. Forward the approved duplicate video data to the Records Manager for release.

DEPUTY CHIEF OF SUPPORT SERVICES:

1. Review Video Duplication Requests in the absence of the Deputy Chief of Professional Standards.

IDENTIFICATION UNIT/CLERK:

1. Upon receiving an approved Video Duplication Request from the Deputy Chief of Professional Standards (or Deputy Chief of Support Services):
 - a. Copy the requested video data to an appropriate storage device (DVD/thumbdrive).
 - b. Forward the duplicated video data (storage device) to the Deputy Chief of Professional Standards for their review and release.

RELATED PROCEDURE:

- [1201 – Property Inventory Excluding Vehicles](#)
- [1940 – Mobile Videotaping-Digital Arbitrator System](#)
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LEGAL REFERENCE:

Wisconsin Statutes Chapter 19.31 – Open Records Law