



City of Racine Police Department
Policy and Procedure

Number: 1945

Subject: Retention of Audio/Video Recordings		
Date Issued: 11-19-18	Date Revised: 11-19-18	Revision Number: 1

POLICY

The Racine Police Department has adopted the use of Mobile Video Recording Equipment (MVRE) and Body Worn Cameras (BWC's) to help the agency maintain public confidence and assist us in performing our duties in a more efficient manner. In accordance with policies 1940 – Mobile Videotaping – Digital Arbitrator System and 1945 – Body Worn Cameras guidelines for the retention of recordings shall be established.

PROCEDURE

MEMBER

The minimum retention time that ordinary data will be saved on the designated server is 180 days, unless otherwise marked for a longer retention period. Below is a list of retention periods for MVRE and BWC recordings.

1. Arrest – Warrant - 365 Days
2. Arrest – Misdemeanor – 1095 Days
3. Arrest – Felony – 2555 Days
4. Arrest – Homicide – Unlimited
5. Attorney – COR – Unlimited
6. Attorney – Muni Court – Unlimited
7. Crime Scene – Misdemeanor – 1095 Days
8. Crime Scene – Felony – 2555 Days
9. Crime Scene – Homicide – Unlimited
10. Equipment Check – 180 Days
11. FI Stop – No Enforcement – 185 Days
12. FI Stop – Ticket Issued – 365 Days
13. Internal Affairs – Unlimited
14. Interview – Warrant – 365 Days
15. Interview – Misdemeanor – 1095 Days
16. Interview – Felony – 2555 Days
17. Interview – Homicide – Unlimited
18. OWI – Misdemeanor – 1095 Days
19. OWI – Felony – 2555 Days
20. Parking Violation – 270 Days
21. Public Safety and License Committee – 1095
22. Sensitive Crimes – Unlimited
23. Traffic Stop – No Enforcement – 185 Days
24. Traffic Stop – Ticket Issued – 365 Days
25. Transport – Misdemeanor – 1095 Days
26. Transport – Arrest – 365 Days
27. Transport – Felony Arrest – 2555 Days
28. Transport – Homicide – Unlimited
29. 10-39 Run – 180 Days
30. Fire Scene – 185 Days

31. Crash Scene – 365 Days

If recorded data needs to be preserved for a period of time greater than the normal retention period – notify the Technology Lieutenant and your immediate supervisor via e-mail with the call information so the data can be marked and saved.

RELATED PROCEDURES

[Table of Contents](#)

[118 – Traumatic Incidents](#)

[400 - Rules of Conduct](#)

[615 – Critical Incident Response](#)

[1940 – Mobile Videotaping – Digital Arbitrator System](#)

[1946 – Body Worn Cameras](#)