

GREELEY POLICE DEPARTMENT

General Order 805.00**Reviewed: 02/23****Retention of Police Video Recordings-Police Facilities and Grounds****Sources:**

1. C.R.S. § 24-72-113 Limit on retention of passive surveillance records
2. Colorado Municipal Records Retention Schedule:
Schedule 105: Risk Management Records
105.020 Security Records-Municipal Facilities
3. Colorado Municipal Records Retention Schedule:
Public Safety Records: Section 100.080, and Paragraph Z

Policy:

Retention of video recordings shall be conducted within the guidelines as specified in the Colorado Municipal Records Retention Schedule 105.20 and C.R.S. § 24-72-113. Recordings and images related to security shall follow the minimum retention length as defined by Colorado Municipal Records Retention Schedule, Section 105.020, and Paragraph B. (refer to G.O. 403 Appendix C for reference).

B. Recordings and Images Related to Security – Public Areas

*Video or audio recordings, biometric data or images from security or surveillance cameras, scanning systems or audio recording systems in public areas of municipal buildings or grounds. Security setups vary and recordings may be continuous, stop-frame or random use. Recordings or images may capture date and time indexing information. **Retention: 30 days***

Video surveillance recordings of the public or common areas of the Greeley Police Department's buildings, parking lots and grounds will be maintained for a period of at least 30 days. After the end of the 30-day period there is no option for recovery of the footage.

- Should the police department become aware of an incident or occurrence, which requires access and retention of the video footage (within 30 days of the incident), it will be the responsibility of the assigned employee to view, download, and preserve the relevant content as appropriate prior to the end of the 30-day period.

Colorado Municipal Records Retention Schedule, Section 100.080, and Paragraph Z-Video and Audio Recordings – Secured Police Facilities provides that:

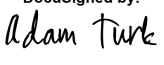
Video and audio recordings made of secured areas of jails, holding areas, booking areas or lock-ups will be retained based on the administrative determination of the law enforcement agency, provided that any pertinent recordings are retained until final resolution of any related potential or pending claim or litigation. (Refer to G.O. 403 Appendix A for reference).

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Video of certain secured areas of the Greeley Police Department will be retained for at least 60 days. If video of these areas is needed for an investigation, it will be the responsibility of the assigned or investigating employee to obtain and preserve the necessary video footage recorded from these areas prior to the end of the 60-day time period. These areas are as follows:

- Investigations Interview rooms
- Lobby Interview room
- Victims Advocates Interview rooms
- Sally Port
- Short-Term Holding Area

Video recording in the above areas will be retained for a period of 60 days. It will be the responsibility of the assigned or investigating employee to obtain and preserve as necessary video footage recorded from these areas within the 60 day time period.

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<u>RETENTION OF VIDEO RECORDINGS-POLICE FACILITIES AND GROUNDS</u>	
Authorized by Adam Turk, Chief of Police	
Effective Date: February <u>22</u>, 2023	
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Signature	