

# LITTLETON POLICE DEPARTMENT

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**PROCEDURE #: 15-3**

**SUBJECT: Media Storage**

**Statutory Authority: 33-A:3-a, 105:2-a**

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

**Date of issue**

10-20-2015

**Issuing Authority**

Chief Paul Smith

**Effective Date**

10-20-2015

**Distribution**

All

## Media Storage Policy

### I. PURPOSE

The purpose of this policy is to provide employees of the Littleton Police Department with guidelines for the management, storage, and retrieval of electronic audio-visual media recorded by any media device (in car cameras, body cameras, digital cameras, security cameras, etc...).

### II. DEFINITIONS

Electronic audio-visual media: Refers to audio-video signals recorded on any of several storage devices, including in-car camera systems, body cameras, digital cameras, surveillance systems, cellular phones other portable digital storage devices. Electronic audio-visual media may be stored as electronic media files (i.e. – pdf, doc, pptx, txt, wav, jpeg, doc, xps, mp3, avi, etc.) at designated locations in the Littleton Police Department.

Supervisor: Sworn personnel officially appointed responsibility for a departmental component.

Media Technician (MT): Personnel trained in the operational use, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video storage at Littleton Police department as designated by the Chief of Police. (Dependent needs of the department, the role of the MT may be delegated to the more than one person.)

### III. STORAGE

1. All electronic media files identified for use as evidence in an arrest, incident/event, accident, call for service and parking ticket shall be securely downloaded to the media server and placed in the corresponding folder identified by year and type of incident. Each media file shall only be identified by the assigned records management case number (incident, arrest, accident, and call for service) starting with the year (i.e...15LIT-1001-OF). Parking tickets shall be recorded with the year followed by the ticket number (15-12345). Incidents containing multiple media files may be stored in one electronic folder containing the proper case identification.
2. All images and sounds recorded by members of the Littleton Police Department are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
3. All access to electronic media files (images, sounds, and metadata) must be specifically authorized by the Chief of Police or his or her designee.
4. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency. Electronic media files stored in the media server will be removed from the server and stored on a portable electronic device in the records room after two calendar years on a month designated by an MT.
5. All Littleton Police Department electronic media files not stored on the designated media server shall remain on the original storage device. Electronic media files not designated for use as evidence in an arrest, incident/event, and call for service or parking ticket and have not been designated as essential for an internal investigation or any other legitimate purpose shall be destroyed/deleted by a designated MT after 90 days.

### IV SUPERVISOR RESPONSIBILITIES

1. Supervisory personnel shall ensure that officers utilizing devices recording electronic media store the files in accordance with the policy and procedures defined herein.
2. At least on a monthly basis, supervisors will randomly review the media file to ensure that the files are being stored properly and that officers are using the devices appropriately in accordance with the appropriate policies. Supervisors are urged to identify any areas in which additional training or guidance is required.

RSA 105:2-a

**Reviewed Date**

**Revised**

**Authorized By:**

Paul Smith  
Chief of Police