

RESOLUTION NO. 2019-04

**A RESOLUTION OF THE CITY OF PAYETTE, IDAHO,
APPROVING AND ADOPTING REVISED IDAHO POLICING POLICY MANUAL & SUPPLEMENT
FOR THE CITY OF PAYETTE AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City of Payette, has sought to develop policies and memorialize them in writing so that they may serve as guidelines for the operation of the City and its employees and provide for successful and efficient function of the City of Payette; and,

WHEREAS, the City Council previously approved the Idaho Policing Policy Manual on December 5, 2016 and subsequent supplement on February 6, 2017; and

WHEREAS, due to recent changes in Idaho Code regarding retention of media recordings, it is necessary to update the supplement to the Idaho Policing Policy Manual, and

WHEREAS, it is the desire of the Mayor and City Council to adopt and approve the Idaho Policing Policy Manual and Supplement to follow sections of Idaho Code that require retention of media recordings; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Payette, that the attached Idaho Policing Policy Manual & Supplement is hereby approved and adopted for the City of Payette, Idaho, effective March 18, 2019.

ADOPTED AND PASSED by the City Council and approved by the Mayor this 18th day of March, 2019.



Jeffrey T. Williams, Mayor

ATTEST:



City Clerk

250.1 - Prohibited Use of Portable Recorders

1. Members are prohibited from using department recorders for personal use. Members cannot copy video from on duty for personal use.
2. Members are also prohibited from keeping recordings or information obtained while on-duty, whether recorded with department or personal recorders. Members shall not duplicate recordings except for authorized purposes.
3. Members are prohibited from using personally owned recording devices while on-duty without the express consent of the supervisor.
4. Recordings shall not be used by any member for the purpose of embarrassment or ridicule.

250.2 - Retention of Audio and Video Recordings

1. Evidence: Any time a member records a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall download the file to his computer and document it in the related case report. The recording will be kept until the case is resolved, or shall be retained for not less than two-hundred (200) days from the date the recording was made.
2. Non-Evidentiary Contact: Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (hostile contact), the member should notify a supervisor of the recording.

This recording should be kept a minimum of 60 days, and potentially longer. A supervisor should be consulted before deleting this contact after 60 days has passed. **i.e Body Cameras and in car video recordings.**

- A. Members should upload the audio/video file, in accordance with current procedure for storing digital files, at the end of their shift and any time the storage capacity is nearing its limit.
3. Other Contacts: Members will download audio/video files into the video server which will retain all recordings for 60 days and then automatically purge them. Evidentiary videos will be flagged by the officer for long-term retention in this system.
4. The evidence custodian shall review the permanently stored videos on the server and delete those that are no longer needed as evidence.

250.3 - Release of Recordings

Recordings made using portable recording devices pursuant to this policy are office records and may only be released as provided in the evidence and property policy or for other authorized legitimate department business purposes.

1. Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.