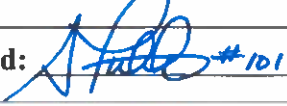
	The Village of Salado Police Department	
	Policy 5.5 Village Video Partnership	
	Effective Date: 01/05/2024	Replaces:
	Approved:  #101	Allen K. Fields, Chief of Police
	Reference:	

I. POLICY

It is the policy of the Village of Salado Police Department to actively encourage the establishment of effective partnerships between law enforcement and community stakeholders aimed at collectively embracing public safety solutions efficiently and effectively. The establishment of a Village Video Partnership will support this policy by providing a safe and secure process for community groups, businesses, and residents to voluntarily share privately owned video camera footage with the Salado Police Department.

II. PURPOSE

The purpose of this policy is to regulate the acceptance, use, retention, and disposal of video camera footage supplied to the department through the Village Video Partnership.

III. REGISTRATION

- A. Businesses and residents wishing to register their privately owned video camera systems will have two options:
 1. Register through a link on the Village of Salado Police Department website.
 2. Contact an officer of the Salado Police Department for registration.

- B. Registration of privately owned video camera systems is completely voluntary. Business owners and residents will have the discretion of registering only those cameras they choose. No requirements to register privately owned camera systems will be established by the Village of Salado or the Salado Police Department.

- C. Camera systems will only be registered if the area within camera view and recording is considered a public place as defined by Texas Penal Code 1.07(a)(40) which states:
 1. "Public place" means any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways,

and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, and shops.

D. Once registered, the Salado Police Department will maintain an active list of registered video camera systems along with the following business or resident information:

1. Business or Resident Name
2. Business or Resident address
3. Business or Resident E-mail address
4. Business or Resident preferred telephone number
5. Location of privately owned cameras
6. Public areas within view of camera systems
7. Preferred method of video request

E. Information collected in accordance with the Village Video Partnership will be considered *****Confidential***** in nature. Access to the active Village Video Partnership list will be restricted to department personnel while in performance of official criminal investigative duties. Any unauthorized access will be grounds for disciplinary action by supervisory personnel.

IV. REQUEST, ACCEPTANCE, USE, AND RETENTION OF VIDEO

A. Should an incident arise where privately owned video footage would assist in a formal criminal investigation, officers will have authorization to access the active Village Video Partnership list. Officers will contact businesses and residents via their preferred method of contact.

1. If the preferred method of contact is by E-mail, the requesting officer will CC: the Chief of Police and the Operations Sergeant when sending the request.
2. If the preferred method of contact is by telephone, the requesting officer will activate their body worn camera and record the request.

B. Officers are to request businesses or residents check their video camera footage for unusual or suspicious activities.

C. If located, officers will request businesses or residents release the video to the department in one of two ways:

1. E-mail the video to the official police department E-mail address (police@saladotx.gov).
2. Download the video footage to a police department supplied thumb drive.

- D. Once the video footage is received by the investigating officer, they will review the video and determine if it contains images with evidentiary value. Any received video that does not contain images of evidentiary value will be deleted.
- E. Video Footage that does have evidentiary value will be processed in accordance with Village of Salado Police Policy 12.1.
 - 1. Video/audio recordings captured by in-car camera and/or body camera (or any other audio/visual camera source) that is determined to be evidence in a criminal case will be stored on the secure police department server.
 - 2. Officers will download these recordings into the password protected records management system and document their actions in the case report.
 - 3. Only authorized personnel, as assigned by the Chief of Police, will have access to these recordings.
- F. Retention of stored evidentiary video footage will be consistent with Village of Salado Police Policy 12.1. No property will be released without a release authorization from the assigned officer, Chief of Police, a court order, or written instructions from the District Attorney's Office.
- G. Records pertaining to evidence location will be stored in the records area as specified in Village of Salado Police Policy 5.1 until they are purged or destroyed in accordance with the approved City Records Retention Policy and any court orders requiring them to be expunged.

V. DISPOSAL OF VIDEO FOOTAGE

- A. Disposal of items held in the property room is made in a manner authorized by statute and as provided in policy.
- B. Upon receipt of a court order, the Evidence Custodian disposes of evidence in the manner indicated in that order.