KANSAS CITY MISSOURI POLICE DEPARTMENT **DEPARTMENT MEMORANDUM**	DATE OF ISSUE 3-28-11	EFFECTIVE DATE 3-28-11	NO. 11-4
SUBJECT Patrol Video, Cisco Surveillance and Insight Interrogation Video Systems at Patrol Division Stations - Requests for Duplication		AMENDS	
REFERENCE P.I. Patrol Bureau Video Procedures		RESCINDS	

The Kansas City, Missouri Police Department is in the process of deploying the Cisco Surveillance and the Insight Interrogation Video Systems at many of the city-owned police facilities. Copying or reproduction of any video from the Cisco Surveillance or the Insight Interrogation Video Systems that are installed at the Patrol Division Stations will be done by members assigned to the Patrol Video Unit (PVU). These procedures will also be applied when requesting patrol video duplications from PVU.

A. General Requirements

1. All copies of videos will be produced by the PVU personnel. PVU personnel will notify the requestor that the copy is ready to be picked up and the cost for the copy.

2. Any request to “Preserve” video will be processed and billed as a request to copy the video.

B. Types of Requests

1. Prosecutorial Requests

   a. Must be submitted directly to the PVU.

   b. There will be no charge for these copies.

2. Defense Attorney Requests

   a. Defense attorneys representing clients in City Court must submit requests directly to the PVU.

   b. If the request is for a State or Federal level case, the copy must be obtained from the appropriate prosecutor. Only requests for city level cases will be filled by the KCPD.

   c. All sales records will be forwarded to the Accounting Section for retention.

   d. The cost will be calculated by the PVU, per the current department fee schedule.

3. Civil Case Requests

   a. Must be submitted directly to the PVU.

   b. Generally, requests for copies to use in civil cases will only be provided after all criminal charges have been resolved. The Office of the General Counsel (OGC) should be consulted when attorneys request videos for use in cases where criminal charges are pending.

c. All sales records will be forwarded to the Accounting Section for retention.

d. The cost will be calculated by the PVU, per the current department fee schedule.

4. Departmental requests must be submitted directly to the PVU on the current form. Patrol vehicle videos will be held for two (2) years all other videos outlined in this department memorandum are retained for 60 days. If there is a need to hold these videos beyond that time period, the member must complete a "Hold/Save" Video Evidence Form, Form 5702B P.D., requesting a hold be placed on all surveillance footage related to the arrest and specify "patrol division detention" surveillance. The "Hold/Save" Video Evidence Form, Form 5702B P.D., must have a Case Report Number (CRN).

5. Patrol Division Investigative Elements Handling of Video Copies

a. Any video that is submitted to a prosecutor as part of the case file should be reviewed by the OGC.

b. It is the responsibility of the case detective to contact the OGC and ensure any case-related video is reviewed prior to being released to a prosecutor.

6. Other Law Enforcement Agency Request

a. Must be submitted directly to the PVU.

b. If the request is incomplete, it will be returned to the requestor by the PVU.

c. Prior to releasing copies to the agency, they will be reviewed by the Patrol Bureau Commander or their designee.

d. There will be no charge for these copies.

James D. Corwin
Chief of Police

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