



STARKVILLE POLICE DEPARTMENT

101 LAMPKIN STREET
STARKVILLE, MISSISSIPPI 39759

R. FRANK NICHOLS
Chief of Police

TELEPHONE
662-323-4135

To: Blake Feldman, Advocacy Coordinator

From: Shonda DeLoach, Records Clerk

Re: Public Records Request (Body Cameras)

Date: November 1, 2016

1. It is the policy of the Starkville Police Department to use MVR/BWR Systems to provide accurate documentation of events, actions, conditions and statements made during law enforcement activities. MVR/BWR enhances our ability to review probable cause for arrest, arrest procedures, suspect/officer interaction, provides valuable officer training, provides collection of evidence for investigative purposes and establishes an impartial witness to officer/citizen contacts. The use of the MVR/BWR System shall be in accordance with applicable statutory and case law. Employees are required to record with audio and video the following incidents:

- All emergency vehicle operations
- All traffic stops
- All vehicle pursuits (primary and secondary responding officers)
- All transports of in-custody persons
- Any large disturbance, riot, protests, party, etc.
- When providing "back-up" to other employees
- Any incident in which the audio recordings capability may provide additional information and may be out of view of the video camera.

In additional to the required recordings, employees should also use the MVR/BWR System to record the following incidents:

- Official Law Enforcement contacts
- Person(s) the employee reasonably suspect has committed, is committing, or is about to commit a criminal offense or ordinance violation

"PROTECT AND SERVE"

- Transports of person not in custody
- Other incidents the employee reasonably believes should be recorded for law enforcement purposes.

All of the Starkville Police Department first responding officers are equipped with a MVR/BWR device.

2. The responsibility of the supervisor who manage employees equipped with MVR/BWR Systems shall ensure the following:
 - Employees follow established procedures for the use and operations of the MVR/BWR System, handling of video and audio recordings and the completion of MVR/BWR Systems documentation.
 - Randomly review recordings to assist in periodic assessment of employee's performance, determine whether MVR/BWR Systems are being fully and properly used and to identify material that may be appropriate for training.
 - Repairs and replacement of damaged or non-functional MVR/BWR System are performed.

When notified by an employee about a full card, the supervisor shall retrieve it from the employee and replace it with an empty card.

Supervisory personnel will transfer all original digital files from the digital card to the network server to prevent destruction.

3. Recordings submitted by employees will be maintained on a server which is owned by the Starkville Police Department but it is managed by the City of Starkville IT Department. The data is stored as follows:
 - DUI is stored the time of the initial arrest until the time appeal expires
 - Traffic Enforcement is stored for several months unless it is marked with an event ID
 - Domestic violence videos are stored if an arrest is pending with an event ID and,
 - Deleted videos are retained for some time based on case by case scenario
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4. Only supervisory personnel of the Police Department shall have access to the data capture system for purposes of uploading to server. All access and level pf permission designed to each department member will be under the direction of the Chief of Police or his designee. In an effort to promote self-evaluation of employee's performance, trial preparation and report writing all officers will be able to view their own saved videos which have been uploaded. Digital copies for the purposes not associated with the investigation or prosecution of a violation of law will only be made and created with permission from the Chief of Police or his designee. Citizens are not allowed to review

video captured by the MVR/BWR unless there is an investigative reason to do so. Digital copies for the purposes not associated with the investigation or prosecution of a violation of law and will only be made and/or created with permission from the Chief of Police or his designee. If there is a pending case and/or if the information is needed, the information may be obtained through a Subpoena Duces Tecum submitted by whom the person is being represented.

5. The collected body camera data is stored on our VuVault System, and none of the stored data is shared with anyone, our Chief of Police and his designee only has access to the stored data. Again, all body camera data may be requested by an attorney through a Subpoena Duces Tecum.
6. There are NO outside agreements with other agencies or departments, corporations, or other entities to share body camera data.
7. All of Starkville Police Department's training records are reviewed by outside inspectors through the CALEA process. Officers have to be trained on tools on an annual basis, training changes year to year as Nationwide law suits require continued updating.

Body Camera

Shonda DeLoach <s.deloch@cityofstarkville.org>

Fri 11/18/2016 8:21 AM

To: Blake Feldman <BFeldman@aclu-ms.org>;

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email.pdf;

Mr. Feldman good morning, I hope this email finds you and your doing well. Here is the requested information that you requested. Again I am so sorry for any inconvenience that the delay may have caused you. Have a great day



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