

MESA POLICE Department Policy Manual	Video Production Requests	DPM 1.5.45 Effective 04/05/2012
Approved by: Chief of Police	Chapter: Training & Proficiency	Page: 1 of 2

1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines for requesting video productions from the Video Services Unit.

2. GENERAL

2.1 Requests for Video Production

- A. All requests for video production shall be submitted to the Video Services Unit and approved by the Training Section Lieutenant or their designee on [DPM 3.3F7 Video Production Request](#).
- B. A request must be approved through the requesting member's chain of command.
- C. Requests shall be submitted with all appropriate approvals no less than 60 days prior to the date the requestor is asking for the project to be completed. Exceptions will be considered on a case-by-case basis by the Training Section's chain of command.
- D. Video production requests will be prioritized by the Training Section Lieutenant when, and if, there is a conflict in requested completion dates between two or more requests.

2.2 Scripts

- A. All video production requests shall be submitted with a script approved by the affected Assistant Chief and the MPD Legal Unit prior to the production of the video.
- B. Direction for creating the script may be provided by the Video Services Unit if needed.

2.3 Site Location

- A. If the video production will be filmed other than at the Training Facility or MPD Main Station, the requesting member shall coordinate with the Video Services Unit to secure that site for use.

2.4 Video Approval Process

- A. Prior to release, all video productions shall be reviewed by:
 - 1. The requestor and their chain of command through the Division Coordinator.
 - 2. PD Legal.

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2.5 Releasing Videos

A. Approval is required by Command Staff prior to the final release of videos.

REFERENCES

- [DPM 3.3F7 Video Production Request](#)