



## TRUMBULL POLICE DEPARTMENT POLICY

	POLICY TITLE		POLICY NUMBER
	<b>Release of Digital Media Files</b>		<b>14.5.1</b>
	EFFECTIVE DATE Nov. 17, 2017	REVISION DATE(S)	
APPROVAL AUTHORITY SIGNATURE:			

**PURPOSE:**

It is the intent of the Trumbull Police Department to maintain transparency and openness to build trust and accountability with the citizens we serve. At the same time, it is incumbent upon this department to protect privacy rights, maintain integrity of evidence and comply with the law. This department policy serves to establish a standard protocol for the public release of all recorded data.

**POLICY:**

- A. Recorded video and audio data files obtained during the course of regular business of the department will be referred to as “Digital Multimedia Files” or “DMF.”
- B. Sources of these data files may be any recording device including but not limited to: body worn cameras, vehicle mounted cameras, fixed surveillance cameras or any device used to produce digital media files owned or used by the Trumbull Police Department.
- C. All requests for release of digital media files, NOT subject to subpoena or evidence laws, shall be submitted to the custodian of records in writing.
- D. The Chief of the department or his designee shall authorize the release of any DMF.
- E. Release of DMF will comply with the Freedom of Information Act, federal and state laws, model policies developed by the Police Officer Standards and Training Counsel and department policy.
- F. DMF not subject to the full exceptions defined by this policy may be subject to “redaction.” Exclusion of a portion of the video, the muting of audio or obscuring identifying characteristics of a person are examples of redaction. Compliance to requests for release utilizing redaction methods shall be contingent on availability of such methods, equipment and software.
- G. The cost for copies of DMF shall be a set reasonable amount. The fixed cost for copies of DMF records shall be determined by the Chief of the department.
- H. Requests for copies of all DMF will be completed promptly in compliance with the Connecticut Freedom of Information Act requirements.

## PROCEDURES:

- A. Any recording deemed to be evidence in a criminal or civil matter shall be preserved and disseminated in accordance with laws of evidence and court orders.
- B. Any person may request to view the records of a public agency under the provisions of the Connecticut Freedom of Information Act (*See CGS Secs. 1-200 to 1-259*) and may request copies of records, including data files.
- C. The following are exceptions to the public release of digital multimedia data files and not subject to standard release:
  1. Any recording, which has been designated as evidence in a pending criminal prosecution or pending arrest by warrant.
  2. Any recording, subject to rules of discovery in a civil matter, may not be released without authorization from the court or legal counsel for the involved parties.
  3. Any recording of:
    - A victim of domestic or sexual abuse;
    - A victim of homicide or suicide;
    - A deceased victim of an accident, if disclosure could reasonably be expected to constitute an invasion of personal privacy in the case of any such victim.
  4. Any recording of a minor, except:
    - Upon consent of the minor and the parent or guardian of the minor;
    - Upon request of a defense counsel to a minor assisting in the minor's defense;
    - Upon request of a person representing a police officer in an investigation of alleged misconduct and such disclosure is for the sole purpose of preparing a defense to such allegation made by a minor or their parent or guardian.
  5. An encounter with an undercover officer or confidential informant.
  6. Any recording of a witness statement or recording of any person whose safety would be endangered or who would be subject to threat or intimidation if their identity was known.
  7. An officer who is on break or is otherwise engaged in personal activity.
  8. Any medical emergency.
  9. A person undergoing a medical or psychological evaluation, procedure or treatment.
  10. Any person, other than a suspect to a crime, recorded in a hospital or other medical facility.
  11. Any recording in a mental health facility.
  12. Any private conversation to which the officer is not a party.
  13. Any telephonic conversation unless specifically authorized by law while in the performance of the officer's official duties.
  14. Any recording of information obtained from COLLECT or NCIC system(s).
  15. Any visual recording which shows a person's genitals, nudity or a strip search.
  16. Any recording depicting investigatory techniques not commonly known to the general public.
  17. Any recording showing security or emergency plans, devices, locks, device combinations or codes not available to the general public and release of these would jeopardize the safety and/or security of any physical location, person or property.