

20-10 Digital Media Footage Requests

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

EXECUTIVE DIVISION

SHERIFF'S INFORMATION BUREAU

Unit Order:

20-10

Effective Date:

03-10-2020

Subject:

Digital Media Footage Requests

Reference:

N/A

PURPOSE OF ORDER

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for digital files or footage of events.

SCOPE OF ORDER

Various agencies and Department personnel will make requests for digital file duplicates of media footage or events. SIB personnel shall facilitate these requests using the TVEyes system.

ORDER

Any request email from Department members and outside agencies should contain as much information as possible to identify a given program or particular program segment. The information will aid in our efforts to efficiently retrieve the requested material.

If the requestor is not able to provide accurate information, we shall take the necessary steps to obtain the appropriate information and fulfill the footage request.

Although the EM shift is primarily responsible for completing the TVEyes digital file requests, every member of SIB shall attempt to complete such requests, as time permits. Once the digital files are prepared, cloud sharing or an email should be sent to the requester notifying them that the footage file or is ready for pick up.

If we are unable to locate the requested segment after making a reasonable effort, simply notify the requestor of the results.
