3-06/200.73 - Retention

All body worn camera (BWC) records will be stored by the cloud-based Digital Evidence Management System (DEMS) from the manufacturers for the term of the contract using the following criteria:

- All recordings shall be retained for a minimum period of three years;
- Recordings associated with an URN number and a statistical code which represents a 9 retention, shall be held for 9 years; and
- Recordings associated with an URN number and a statistical code which represents a 0 retention shall be held indefinitely.

With respect to any incident that requires administrative documentation including, but not limited to, a traffic collision, employee injury, use of force, allegation of force, Watch Commander Service Comment Report (WCSCR), vehicle pursuit, foot pursuit, civil claim, or damage to property, the involved supervisors are responsible for adding the categorization of “Administrative Hold” for the concerned BWC records in the DEMS.