



VIDEO FOOTAGE RETENTION

1. The Medford Police Department shall retain BWC footage based on categorization, however, the department reserves the right to retain any BWC footage longer on a case-by-case basis as determined by the Police Chief or designee. The department will retain video recordings as follows below or pursuant to the records retention standards set forth by the Secretary of the Commonwealth, and make the video available for court and other proceedings.
2. In all matters related to the discipline of a police officer or any appeal related to the discipline imposed upon a police officer, or in other litigation initiated by an authorized bargaining agent in which recordings are relevant the Medford Police Department will retain the body-worn camera footage for at least one (1) year after final disposition. A copy of body-worn camera footage that has been deemed pertinent to any Internal Affairs investigation may be maintained within the Internal Affairs investigative file indefinitely.

RETENTION SCHEDULE

1. Schedule I – Indefinite Retention
 - a) Death Investigation
 - b) Use of Deadly Force/Less than Lethal Use of Force
 - c) Sexual Assault / Abused Person Investigation
 - d) Crash Investigation - Fatal
2. Schedule II – Seven (7) Year Retention
 - a) Use of Force
 - b) Arrest
 - c) Felony / No Arrest
3. Schedule III – Three (3) Year Retention*
 - a) Misdemeanor – No Arrest
 - b) Traffic Stops
 - c) Significant Event / Public Safety
 - d) Investigate Person
 - e) Investigate Property/Premise
 - f) Crash Investigation – Non-Fatal
4. Schedule IV – One (1) Year Retention
 - a) Encounter / FIO
 - b) Public Assist

- c) Medical Aid/Mental Health
- d) Prisoner Transport
- e) No Report

5. Schedule V – (180) Days

- a) Tests
- b) Training

***NOTE:** Schedule III, IV, & V BWC recordings shall not be stored for more than 37 months without a record request or court order.