

## Digital Media Control

### 803.1 PURPOSE AND SCOPE

This Policy provides direction to Department employees regarding the use of personal devices to record digital media they encounter while on duty.

### 803.2 UTILIZATION OF PERSONAL RECORDING DEVICES

Employees are prohibited from utilizing their personal digital recording devices to record images, sounds or any other media, or any evidence of crimes, suspects, victims witnesses or events of an official nature they encounter while on duty. The collection of digital evidence that can be gathered and stored, should be done on Department approved devices and in accordance with established evidence gathering procedures.

### 803.3 DISSEMINATION OF DIGIAL MEDIA

Employees are prohibited from disseminating digital media obtained or recorded while on duty to any outside entity or individual unless the digital media (images or sounds) are being disclosed pursuant to an established policy or order from the Chief of Police or his designee.