

RESOLUTION NO. 2015-07**RESOLUTION APPROVING MODIFICATION OF THE VILLAGE OF PEWAUKEE
POLICE DEPARTMENT RECORD RETENTION POLICY
FOR MONITORING AND SURVEILLANCE RECORDINGS**

WHEREAS, the Village of Pewaukee maintains monitoring and surveillance recordings in digital form from a variety of sources, including dash cam video, surveillance cameras at the Village Police Department and body worn cameras; and

WHEREAS, the Village has obtained approval from the State of Wisconsin Department of Administration for the implementation of FAC00082, which is the General Records Schedule Facility Management Related Records Retention Policy for Monitoring and Surveillance Recordings; and

WHEREAS, the Department of Administration has approved the Village's use of the Policy; and

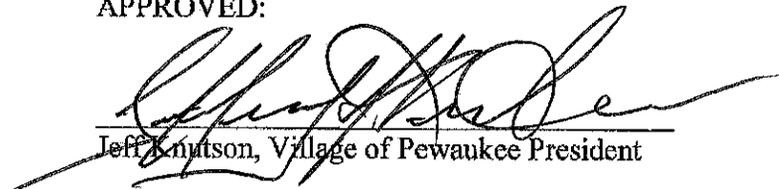
WHEREAS, the Village of Pewaukee Police Department has determined that the retention of records in some instances longer than the Schedule as set forth by the Department of Administration Policy FAC00082 would be appropriate, which Schedule is attached hereto and marked Exhibit "A".

NOW THEREFORE, BE IT RESOLVED by the Village Board of the Village of Pewaukee that:

The attached Record Retention Schedule for Monitoring and Surveillance Recording as amended is hereby ratified and approved.

Dated this 19th day of MAY, 2015.

APPROVED:


Jeff Knutson, Village of Pewaukee President

Countersigned:


Nancy J. Zastrow, Village of Pewaukee Clerk



TIMOTHY OTTO
CHIEF OF POLICE



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May 8, 2015

Audio/Video Structure and Retention - *EXHIBIT A.*

| <i>Folder</i> | <i>Retention days</i> | <i>Bookmark</i> |
|--|-----------------------|--------------------------------|
| Vehicle equipment check | 120 | Miscellaneous/Arbitrator |
| Miscellaneous -- parade/escort-see notes | 120 | Miscellaneous/Arbitrator/Viewu |
| Crash | 120 | Crash/Arbitrator |
| Traffic | 180 | Traffic/Arbitrator |
| Pursuit | 365 | Pursuit/Arbitrator/Viewu |
| Felony | 730 | Felony/Arbitrator/Viewu |
| Misdemeanor | 365 | Misdemeanor/Arbitrator/Viewu |
| DUI | 365 | DUI/Arbitrator/Viewu |
| Surveillance Cameras (PD/VH) | 120 | Axis System |
| Interview Rooms | 365 | I-Pro |
| Citizen contact | 120 | Citizen Contact/Viewu |
| Miscellaneous-non-classified | 120 | Miscellaneous/Viewu |

Timothy Otto *May 8, 2015*

 Timothy Otto, Chief of Police