### *October 22, 2013*

### *Requesting DVR/Surveillance Video System Downloads*

The Office of Investigation's forensic video specialists receive numerous requests to download DVR/Surveillance video, which are handled as expediently as possible based on the volume of requests that are received.  Additionally, the District Attorney's office has indicated if surveillance video is mentioned in a crime report; however not collected as evidence, they may not file the case until the video is received.  This training bulletin was created to ensure video requests are handled in a timely fashion and to ensure our cases are being filed.  With that, please adhere to the following procedures for requesting downloads.

Oftentimes, requests are made for our forensic video specialists to respond to a location to determine if the video is of evidentiary value.  Prior to making this request, please respond to the location and review the video to determine if collection is necessary.  Also, determine if a responsible party at the location can download the video.  If that is possible, but you are unable to wait for it to be finished, generate a patrol follow-up errand call for retrieval at the time it will be completed.

Once you've determined that requesting a download is appropriate, there are three methods to request a download:

(1) SPD Form 019, "DVR Download Request Form", is available on the AMS.  This form should be completed and sent as an attachment to the following email address: dvrrequest@pd.cityofsacramento.org.

   This form can also be used to request forensic video lab processing, video enhancements, still images from a video clip, or a media release from video that has already been collected.  These requests will be emailed to the same email address.

(2) Utilizing Versadex's V-Mail application.  In V-Mail, click on "New Mail", then "Mail Template" and locate the "OOI-Video Download Req" template (below). Route the completed form to the "Video Dwnload Req" handle.

(3)   Utilizing the V-Mail application on a patrol vehicles MDC.  The template can be  found by clicking on "CTRL-I" (Req Info), then "Notepad Topics Update", and then "OOI Video Dwnld Req" (below).
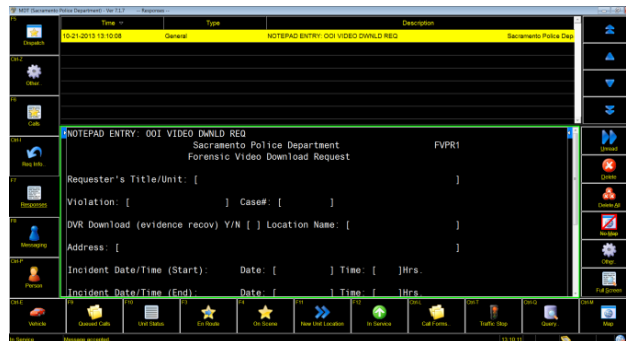


Select the entire template using the mouse, and then "CTRL-C" keys to copy it.  Paste the template into a new V-Mail using the "CTRL-V" keys.  When completed, with all of the necessary information, route the V-Mail to the "Video Dwnload Req" handle.  **Note: If the handle is not available on your MDC, you will need to update the MDC V-Mail handles by clicking on "CTRL-I", then "help tables", and then selecting "MDT V-Mail Handles" on the RMS table update list.**

When utilizing either format, please ensure that you can provide as much detail as possible to include: date, start, and end times of the download, as well as any other pertinent information to your investigation (i.e., suspect or vehicle descriptions).  This will assure that our time spent at the scene is efficient as possible, while capturing the information that is critical to your case.

Lastly, please do not email or V-Mail either form directly to Mike Baker. If he is out of the office, your request will not be processed and evidence could be lost.  Once the above video request is received, we will contact the responsible party of the DVR/Surveillance system to schedule a download time.

Thank you for your assistance with this matter. If you have any questions, please contact Sgt. Dan Monk in the Felony Assaults Unit at 916-808-0674.