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|  | STATE OF ALASKA DEPARTMENT OF CORRECTIONS INTERIM POLICY AND PROCEDURES MEMORANDUM | | |
| | APPROVED BY: <i>Dean R. Williams</i> Dean R. Williams, Commissioner | DATE: 04/20/17 | PAGE: Page 1 of 1 |
| MEMO TYPE: Public | MEMO TITLE: Video Evidence Preservation For Special Incident Reporting | | |
| MEMO ATTACHMENTS / FORMS: (None.) | | AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.16.180 AS 11.41.200 AS 33.30.011 AS 11.41.210 AS 33.30.021 AS 11.41.250 AS 44.28.030 AS 11.41.410-430 AS 11.81.900 AS 33.05.010 DOC P&P 104.01 | |

PURPOSE:

The purpose of this Interim Policy and Procedures Memorandum (IPPM) is to clarify the procedures for preserving evidence (including video recordings) related to Special Incident Reports (SIR) and critical incidents.

APPLICATION:

This IPPM applies to all Department employees.

EXISTING DOC POLICY & PROCEDURES MODIFIED:

This IPPM modifies language found in DOC P&P 104.01, Special Incident Reporting. Specifically language found in Procedures section VII, F.

NEW PROCEDURES:

Procedures section VII, F shall be re-written as follows:

- F. The Chief Probation Officer (CPO) or Superintendent shall make three (3) copies of all video recordings of a critical incident including all relevant video evidence leading up to the incident unless otherwise directed by the Professional Conduct Unit (PCU) or Director of Institutions. The CPO or Superintendent must ensure any evidence and / or video relevant to the critical incident investigation is preserved indefinitely, or as directed by the PCU. One (1) copy shall be provided to the Alaska State Troopers (AST) if requested and two (2) copies shall be secured for the appropriate Director and the PCU respectively.