

<b>Standard Operating Procedure</b>  <b>BATTALION CHIEF VEHICLE VIDEO CAMERA</b>	<b>PEORIA FIRE DEPARTMENT</b> <b>Operations</b> <b>206.23P</b>  <b>Rev. 9/29/04</b> <span style="float: right;"><b>Page 1 of 1</b></span>
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**PURPOSE**

The purpose of this policy is to address the fact that recordings from the Battalion Chief (BC) vehicle video camera (VVC) are public records subject to potential disclosure under State law.

**POLICY**

The Arizona Public Records Law, A.R.S. §§ 39-121 et seq., contains a strong presumption in favor of disclosure of public records. Because the VVC recordings are public records, they are subject to public inspection and copying, unless a specific exception to the disclosure requirement exists in a specific case. Complete non-disclosure of a public record is disfavored under the law. Therefore, if the City determines that non-disclosure is authorized under the law, every effort will be made to release all disclosable portions of a recording and only “redact” or remove those portions that should not be disclosed to the public.

**Procedure**

If someone (such as a member of the public, the media, or even an employee) requests access to a VVC recording, they must complete a Public Records Request Form available from the City Clerk and the City’s website. When a Public Records Request is received, the tape will be sent to the Operations Chief with a written synopsis of the event and why some portion of it merits consideration for non-disclosure to the public. Every effort shall be made to deliver the tape personally if possible to explain the circumstances. If this is not possible, a phone call will be made. After review and if the Operations Chief deems that it has meet the criteria for non-disclosure, he/she will forward the Department’s recommendation along with the tape to the City Attorney for review. It will be the City Attorney’s final decision concerning release of the recording in response to the Public Records Request.

The review for possible non-disclosure will be based on the general City policy relating to the Public Records Law, including judicial interpretations of the Law. Among the categories of information that may be withheld are private information (such as residential addresses, telephone numbers, birth dates, social security numbers, etc.), confidential medical information, and information that if released would harm tangibly an ongoing investigation. The City must provide specific, relevant reasons for non-disclosure within these categories. The City also must continue to review the reasons over time because, for example, at one point in an investigation certain information would be harmful if released but later in the investigation, or when the investigation is concluded, such harm would be removed.

Approved:  \_\_\_\_\_ 10/14/04  
 Robert McKibben, Fire Chief Date