

McLeod County Sheriff's Office  
Body-worn camera video retention schedule

All data compiled by a body-worn camera (BWC) will be subject to the following data retention schedules. When a particular recording is subject to multiple classifications and retention periods, it shall be maintained for the longest applicable period.

- 1. Calls for service** **90 day retention period**  
The recording has no apparent evidentiary value, such as medicals, general citizen contacts, and unintentional recorded footage that are not evidence.
- 2. Traffic stops/crashes** **3 year retention period**  
The events are traffic stops that resulted in a citation or warning and property damage crashes not resulting in criminal charges.
- 3. Training** **3 year retention period**  
The event was such that it may have value for training.
- 4. Evidence** **7 year retention period**  
The events are evidentiary value such as report calls, arrests, cases referred for charges, searches, injury crashes, crashes leading to criminal charges, and evidence seized.
- 5. Use of force/Fleeing** **7 year retention period**  
Application of force or the discharge of a firearm that also requires Use of Force reporting as defined by policy and cases involving fleeing in a motor vehicle.
- 6. Officer injury** **7 year retention period**  
The event involved an injury to Officer/Deputy.
- 7. Adversarial** **7 year retention period**  
The incident involved an adversarial encounter or resulted in a complaint against the Officer/Deputy.
- 8. Uncategorized** **Until manually deleted**  
The event has not been labeled yet or does not fit the list
- 9. CSC/Homicide/Suspicious Death** **Indefinite retention period**  
The event was such that the incident requires indefinite storage of the data.

## McLeod County Jail Body-worn camera video retention schedule

All data compiled by a body-worn camera (BWC) will be subject to the following data retention schedules. When a particular recording is subject to multiple classifications and retention periods, it shall be maintained for the longest applicable period.

- 1. Administrative** **Until Manually deleted**  
The event involved an adversarial encounter or resulted in a complaint against the Officer. This includes PREA complaints.
- 2. Booking/Intake** **1 year retention period**  
The event involved an uncooperative or suicidal inmate or an inmate who is known to have demonstrated uncooperative/suicidal behavior prior to booking.
- 3. Officer Injury** **7 year retention period**  
The event involved an injury to an Officer.
- 4. Searches** **1 year retention period**  
The event involved a Level I pat search, cell search, or transport vehicle search.
- 5. Training** **3 year retention period**  
The event was such that it may have value for training.
- 6. Transport** **1 year retention period**  
The event involved transports within or out of the facility.
- 7. Uncategorized** **Until manually deleted**  
The event has not been labeled yet or does not fit the list.
- 8. Use of Force** **7 year retention period**  
Application of force, use of the Restraint Chair or the Wrap, cell extractions, or deployment of the TASER that also requires Use of Force reporting as defined by policy
- 9. Well-being checks** **1 year retention period**  
The event involved a well-being check or close observation check.