

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI BUREAU	DATE OF ISSUE JULY 23, 2025	EFFECTIVE DATE JULY 23, 2025	NO. 103-25
SUBJECT: GENERAL ORDER Body Worn Cameras (BWC) and In Car Cameras (ICC)		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 8.5, 20.1, 21.1, 28.1, 41.3, 47.2, 47.5, 50.1, 50.5 & 64.1 NYSSA 13, 38, 41, 43, 44, 77, 78, 79, 80, 89, 93 & 100			RESCINDS 103-22

Purpose: To establish policy and procedure for the Monroe County Sheriff's Office (MCSO) members on the use and activation of Body Worn Cameras (BWC/ICC) and In Car Cameras (ICC). This policy is intended to provide MCSO members with instructions on when and how to use BWC/ICC so members may reliably record their interaction with the public, and the incarcerated individual population, in accordance with the law.

Policy: It is the policy of the MCSO that members shall activate the BWC/ICC when such use is appropriate in the performance of the member's official duties and consistent with MCSO policy and the law. This policy does not govern the use of surreptitious recording devices used in undercover operations or other recording technology such as drone cameras or fixed public safety cameras.

Definitions: **Body Worn Camera (BWC)** - is a video recording system that is utilized by law enforcement to record interactions. The device is traditionally worn on the deputies' uniform but may be removed and used in other portable manners.

In Car Cameras (ICC) - are multiple camera systems mounted inside MCSO fleet owned vehicles. These cameras are affixed in a manner to capture video from in front of the vehicle as well as the back seat area. This system is also capable of recording sound from the interior of the vehicle.

Activate - The act of placing your BWC/ICC into the Record mode

Category - A designation for an event(s) captured on BWC/ICC, that have data retention rates (Appendix A) automatically attached to them.

Program Administrator - The Major of Police and Jail Bureau Operations and/or designees will act as the Program Administrator.

Project Manager -The Information Services Project Manager assigned to the MCSO, or the Sheriff's designee, will act as the Project Manager.

Sleep Mode - A setting on certain camera systems that keeps the camera powered in a ready state but absolutely NO actual recording is taking place. Typically used during personal relief breaks and when necessary to prevent automatic Bluetooth activation by means of a nearby device.

Standby Mode - A setting on certain cameras that keeps the camera powered in a ready state while simultaneously capturing a 30-second pre-roll of video-only that will be automatically appended as a prefix to any recording when activated. Standby Mode also allows Recall recording, if the Recall feature is activated by the agency. A camera in Standby mode may be

activated by a nearby device through a Bluetooth connection, even devices belonging to other agencies who may carry the same brand of camera.

Stealth Mode - A setting on certain BWC systems that turns off LED lights, sounds and vibrations. Often used for enhanced officer safety during situations where a deputy may desire greater sound and light discipline. Note: Remote Livestreaming is still possible while the device is in Stealth mode. The label "Live" will be visible on the top screen of the BWC and is the only indication the device is livestreaming.

Remote Live Streaming – The capability for authorized users to remotely view a live video feed from field devices directly on their mobile devices or web interface without needing to be physically present at the device location.

Video Recall - Video recall is an Axon feature of capturing background video recordings, with or without audio (depending on agency settings), captured in 30-minute increment files over an 18-hour continuous loop on BWC and a 24-hour continuous loop on ICC, while the camera is in Standby mode. The Video Recall feature is not active on BWC/ICC equipment issued by MCSO. Additionally, the capturing of audio is not active while any camera is in Standby mode.

I. Policy Objectives:

- A. Administration: The MCSO has adopted the use of the BWC/ICC to accomplish several objectives. The principal objectives are as follows:
1. To foster trust, transparency, and accountability within the community by leveraging BWC/ICC to promote fair, respectful, and professional interactions between MCSO members and the public, all while enhancing public safety and strengthening community relationships.
 2. To assist with the documentation of potentially contentious interactions with the public, incarcerated individual population, crime scenes, evidence gathering, arrests, and critical incidents.
 3. To protect members against false accusations.
 4. Audio and video recordings enhance MCSO's ability to review probable cause for arrest, member and suspect interaction, evidence for investigative and prosecutorial purposes and to assist with the accuracy of members' reports and/or testimony in court.
 5. The BWC/ICC can be utilized to take still photography photos and record audio/video while documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
 6. BWC/ICC recordings are made for the purposes set forth in Section I of this General Order and are not for the purpose of arbitrarily subjecting members to discipline while performing their normal duties. Accordingly, BWC/ICC recording shall not be arbitrarily accessed for the sole purpose of disciplining members without a specific and credible allegation necessitating a review. However, in keeping with accreditation standards, Axon allows for automated and randomized audits that supervisors are required to periodically review. In these instances, the supervisor is not arbitrarily reviewing footage and is instead following an automated process.
 7. All data, recorded by the BWC/ICC are the exclusive property of the MCSO. Accessing, copying or releasing files and/or images for non-law enforcement purposes is strictly prohibited.

8. Requests for BWC/ICC footage (i.e., for training purposes, AAR's etc.) will be made to the respective bureau's Program Administer and/or designee.
9. BWC/ICC footage may be released to the public with the approval of the Sheriff and/or designee.

II. Procedures

A. When to use the BWC/ICC:

1. Members of the Police Bureau equipped with a BWC/ICC, will activate the BWC/ICC during all traffic stops, foot and vehicle pursuits, Priority A calls, demonstrations, enforcement actions, detention/stop of person(s), prisoner transports (including MHT), subject managements, during in-person interactions with person(s) that are suspected of being involved in an incident where a violation of the law may have occurred, whenever there is risk of serious physical injury or death to a person, and when directed to do so by a supervisor. The use of the BWC/ICC is not limited to the above mandatory situations and is intended to capture all potentially contentious interactions with the public.
2. Members of the Police Bureau will activate the BWC/ICC, when feasible, for V&T violations and/or when it can help capture information to satisfy levels of DeBour.
3. Additionally, members operating fleet vehicles with assigned ICC systems will activate the ICC during all code 77 responses, and any time a person is being detained or transported in the rear passenger compartment, regardless of their custody status. ICC systems will be activated and remain in the recording mode for the entire duration of the response and or transport.
4. Members of the Jail Bureau equipped with a BWC/ICC, will activate the BWC/ICC when responding to codes, subject managements, QET/SRT activation, any incident that could cause disruption with the care, custody, control and good order of the facility and when directed to do so by a supervisor. The use of the BWC/ICC is not limited to the above mandatory situations.
5. Members will activate the BWC/ICC as soon as it is safe to do so. Members may inform individuals they are being recorded unless doing so would be unsafe, impractical, or impossible.
6. Once the BWC/ICC is activated it will remain activated for the duration of the preliminary investigation/event. The recording may be suspended when outside the presence of citizens.

Note: If a cooperative individual (other than a suspect, person of interest in an investigation, detainee, arrestee, or incarcerated individual) requests the member cease recording, the member may use their discretion to comply with the individual's request, unless it will hinder with the ongoing investigation/event.

7. If an interruption in the recording occurs (outside of restrictions in Section C), the member will document the reason for the interruption and/or termination of recording within the written report, if one is generated. If a member believes it is necessary to stop recording (e.g., talking to victim of a sexual assault or a confidential informant) within the constraints of policy, the member may verbally indicate their intent to stop recording and then accomplish this by powering off the device. Upon reactivation of the BWC/ICC, state that the camera was reactivated.

8. Members of all bureaus may refrain from activating the BWC/ICC if the member or another person is involved in an unforeseen hazardous situation, and activating the BWC/ICC is unsafe or impractical.
9. A member on a specialized team/unit, during an activation, will receive guidance for the use of the BWC/ICC from the Incident Commander, in accordance with II. A.I.
10. Off-duty members responding to a scene for an emergency call-in are not required to equip themselves with a BWC/ICC prior to responding to the scene unless specifically directed to do so by a supervisor.
11. For the Jail Bureau, when strip searches are conducted following a significant incident, or with an uncooperative, unpredictable or resistive incarcerated individual, or when the possibility of an allegation of misconduct arises from the search. This may dictate the need for the Body Worn Camera. When BWC/ICC are used during a Strip Search the video must be classified to indicate the video contains a strip search. Only command officers are authorized to review such video.
12. Certain BWC/ICC are equipped with a Bluetooth activation feature which will be set to switch the device from standby mode to record mode automatically in order to supplement and assist in compliance with BWC/ICC activation policies, particularly during high-stress events. Regardless of this feature, members are ultimately responsible for compliance with activation policies. The automatic recording activation will be set to occur under the following conditions:
 - a. When the member's Taser is armed.
 - b. When the member's agency-issued handgun is drawn from its holster.
 - c. When another member within an approximate 30' range arms their Taser or draws their handgun.
 - d. When the passenger rear door of a fleet vehicle equipped with ICC is opened.
 - e. When the emergency lights are activated in position 2 or 3 for a duration of more than 9 seconds on fleet vehicles equipped with ICC.
 - f. When the speed of the vehicle exceeds 89 miles per hour.
 - g. When the vehicle senses it has been involved in a collision.
13. MCSO may at times, deploy different brands and versions of BWC/ICC that offer different features. References to specific features contained within this order may not be applicable to every Bureau and/or every device. Users should reference manufacturer's instructions or experienced users for specific assistance.

B. Procedures for the use of BWC/ICC:

1. All members utilizing a BWC/ICC must complete the MCSO approved training program to ensure proper use and operation. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
2. MCSO members will only use BWC/ICC issued by the MCSO. The BWC/ICC equipment and all data, images, video, and metadata captured, recorded or otherwise produced by the BWC/ICC are the sole property of the MCSO.
4. BWC/ICC equipment is the responsibility of the individual member and will be used with reasonable care to ensure proper functioning and operational readiness to include

battery charging. Equipment malfunctions shall be brought to the attention of the members' supervisor as soon as possible so a replacement unit may be procured, if available.

Note: Not every sworn member will be issued a BWC/ICC; distribution is based upon assignment and duties.

5. ICC equipment is assigned to specific fleet vehicles based upon assignment and purpose. Members operating those specific vehicles will be responsible for the proper operation of the ICC and will exercise reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the members' supervisor as soon as possible so a replacement unit may be procured, if available.

Note: Not every fleet vehicle may be equipped with ICC equipment.

5. Members will note in an incident, arrest, and related reports whenever recordings are made during the incident in question. The member will reference the name of the BWC/ICC system on which the data is captured. BWC/ICC recordings are not a replacement for written reports.
6. Members may review BWC/ICC videos to assist with the preparation of written reports and to prepare for their testimony for court proceedings. Each time BWC/ICC video is viewed, members will document the reason for the viewing within the BWC/ICC system, to include a detailed narrative when selecting the "other" tab.
7. Written requests for sealing of all, or portions of, recordings (e.g., in the event of an unintentional personal recording such as capturing a personal phone call or a personal relief break) must be submitted utilizing MB-186 Request to Seal Body Worn Camera Data Form and shall be approved or denied by the Undersheriff and/or designee in accordance with current policies and in accordance with New York State record retention laws. All written requests shall be kept on file in the office of the Undersheriff.
8. Members are required to fill out the BWC/ICC Contact Form within the system associated with the video. A category must be selected for each recording; multiple categories may be assigned to each recording. Police Bureau members will document the CR# for every recording. When an individual is arrested, the member will record the arrested individual's names on the BWC/ICC Contact Form. The format must be MSO, last two digits of the year, followed by a hyphen, and ending with six (6) digits (i.e., MSO20-000001). Jail Bureau members, must use either an IJ5#, CR# or when not applicable, document NA. The IJ5# format must be two digits for the year followed by a hyphen, and ending with eight (8) digits (i.e., 20-00000001). If more than three (3) CR# or IJ5# are required, additional ones can be recorded in the notes and memo field of the form.
9. Members will upload BWC recordings prior to, or at the completion of, their shift. This is accomplished either by docking the device, or, by engaging a "priority upload" feature directly from the device for those that are cellular capable. Members will dock their device in their assigned office space when leaving work unless authorized by the Bureau Chief to take them home. If authorized to take devices home, members are responsible for routinely docking their BWC to upload video and receive firmware updates. Additionally, docking the device at a designated MCSO facility provides added security for storage.
10. Any member who requires the use of a spare BWC may sign one out from the available spare cameras assigned to each section, provided one is available. Before removing the spare camera from the dock, sign-out the designated camera utilizing

the Spare BWC Checkout Log located near the Axon BWC docks. Indicate the date, time, camera, your name and IBM when checking out the camera. At the conclusion of your shift, return the camera to the Axon BWC dock and indicate the date, time you returned the BWC and indicate whether or not you recorded any video while the BWC was checked out.

11. If BWC video was captured using a spare BWC, the platoon supervisor for when the BWC was checked out is responsible for reassigning the BWC video to the member who signed out the camera in monroesheriffny.evidence.com.
12. Members are authorized to use the stealth mode in situations where they deem it appropriate for officer safety reasons, such as in order to reduce noise and light distractions or to reduce the ability of the member's position to be revealed.
13. During your shift the BWC will remain powered on. When not actively recording, it will be placed in Standby mode. However, members are authorized to temporarily place the device in Sleep mode when necessary to avoid an automatic activation, such as in roll calls and preparing equipment, as well as during personal relief breaks. Members are responsible for returning the device to Standby mode when this brief interruption is over. Sleep mode will not be used when interacting with the public or incarcerated individuals unless permitted by this policy.

C. Restrictions:

1. BWC/ICC shall be used only in conjunction with official law enforcement duties. Members will not use the BWC/ICC to record the following situations, unless directed by the member's supervisor, or unless an immediate law enforcement need is identified by the member:
 - a. Either openly or surreptitiously any internal law enforcement conversations, administrative and/or tactical conversations/discussions, conversations between supervisor and subordinate, communications with other law enforcement personnel, roll calls, internal investigations, operational briefings, debriefing of an incident with a supervisor and counseling sessions; without the permission of the Sheriff or their designee or the person being recorded.
 - b. Encounters with undercover officers or confidential informants.
 - c. Personal activity, both on and off-duty.
 - d. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room, unless the call for service and/or investigation leads to such a location.
 - e. Inside law enforcement facilities such as police stations (excluding designated MCSO prisoner holding areas), and courts during official judicial proceedings unless it is necessary to record interactions with subjects/suspects or if authorized by a supervisor.
 - f. Any training MCSO personnel receive or take part in such as firearms, defensive tactics, EVOC or classroom settings (unless authorized to do so by a command officer in staff services).
 - g. When victims or witnesses are reluctant to provide information while the member's BWC/ICC is recording, or for victims or witnesses of sexual assaults when a deposition is to be taken.

- h. While working inside or otherwise assigned to a command post, unless authorized by the Incident Commander.
 2. Members are prohibited from doing the following:
 - a. Alter, erase, duplicate, copy, share or otherwise distribute in any manner BWC/ICC recordings, except as necessary to further legitimate investigations by coordinating with other law enforcement agencies, and to satisfy the needs of partners within the court system.
 - b. Access, copy or release any media obtained using BWC/ICC for reasons other than official law enforcement purposes except as required by law.
 - c. Allow civilians to view recordings without the approval of the Sheriff or their designee, except as required by law, except for those employed by the MCSO or partners within the judicial system.
 - d. Possess the BWC/ICC, associated equipment or accessories while off-duty without authorization from the Program Administrator and/or designee.
 - e. Writing notes to the bookmarks of a BWC/ICC video.
 3. Specially Deputized Task Force Officers deputized by, and detailed to, other law enforcement task forces, such as the U.S. Marshall's Task Force, shall also abide by the requirements as outlined in any current M.O.U that exists between the MCSO and the designated cooperative agency. Any policy or procedural discrepancies will be addressed in writing to the members and a copy provided to the PBA.
 4. Review of Body Worn Camera footage of a strip search is prohibited, unless authorized by a Lieutenant or higher rank. The authorization and reason for the review will be documented on an Intra Departmental Correspondence and submitted through the chain of command.
 5. The BWC/ICC will not be activated for voyeuristic purposes.
- D. Remote Livestreaming of BWC/ICC equipment
1. Certain BWC/ICC equipment are capable of "Livestreaming" and can be viewed through the application "Axon Respond" on computers and handheld devices. Remotely accessing the camera's live video/audio feed, along with the device's location, both in real-time, can provide added situational awareness to public safety responders and supervisors, while simultaneously giving the responder on-the-scene added flexibility in performing their duties in an emergent event. Only authorized viewers will initiate or access a Livestream.

Authorized viewers include, but may not be limited to, the on-duty supervisors of a rank of sergeant or higher, as well as members of the Regional Investigative Operations Center (RIOCC) while in the performance of their duties.
 2. Livestreaming is only available when the BWC/ICC is powered on and in Record mode. Location finder is available when the device is powered on and in Standby or Record mode.

3. The use of these features are intended for officer safety purposes and will only be accessed by authorized users with proper permissions, and under the following conditions.
 - a. Livestreaming of issued BWC/ICC will trigger a visual and audible warning to the user that their camera is being remotely accessed, unless the device is in Stealth Mode. At no time will livestreaming be commenced or used in a manner intended to do so without the member's knowledge.
 - b. Livestream access is restricted to supervisors, command staff and the RIOC staff. Access is permissible only under the following situations:
 - i. Any time a Deputy specifically requests that the RIOC or a supervisor access their camera in order to assist them with relaying important information to responding deputies. This can be accomplished by activating the BWC device's "Watch Me" button, or, simply verbalized over the radio.
 - ii. Priority A in progress calls for service.
 - iii. When deemed necessary by a supervisor for the purpose of assisting with an in-progress situation.
 - iv. When required by an active command post for situational awareness.
 - v. Special Operations Teams in tactical operations.
 - vi. Mass Casualty Events.
 - vii. Response to large crowd events and/or public protests.
 - viii. When a deputy is on a call for service/job and not answering their radio after three attempts by ECD or supervisor to contact them.
 - ix. When a deputy is not assigned to a call for service/job, has not responded to three (3) attempts by ECD or a supervisor to contact them on the radio, and is not reachable by cell phone.
 - x. Training and equipment testing scenarios. These will only be conducted with pre-notification to the deputy and coordination for a specific time to access the camera.
 - c. The authorized operator logging into the livestream will attempt to make a radio broadcast announcing that they will be livestreaming, provided that airtime is available and not needed for more urgent transmissions. A broadcast to the effect of: "RIOC is livestreaming 671c" will suffice.
 - d. Remote access to BWC/ICC cameras is logged in an audit trail of the camera recording and will be accessible by program administrators.
 - e. Livestreaming is available on department-issued portable devices with cellular or network connections. When livestreaming from a portable device no data is stored in any form on the portable device itself. As in every instance an audit trail will be generated.

E. Supervisory Responsibilities:

1. MCSO supervisors will ensure all members who have received the appropriate BWC/ICC training will equip themselves with a BWC/ICC, if available. If additional BWC/ICC are available, the shift supervisors shall equip themselves with one as well.
2. MCSO supervisory personnel will ensure members equipped with a BWC/ICC utilize it in accordance with policy and procedure defined herein.

3. MCSO supervisors designated by the Sheriff or their designee shall review BWC/ICC recordings to ensure the equipment is operating properly, that all data was assigned a category, members are using the devices appropriately and in accordance with policy and procedure; as well as to identify any areas in which additional training or guidance is required.
4. In an event that has been deemed a critical incident by a supervisor (such as the use of deadly physical force), the supervisor will immediately request the services of a Technical Service Unit (TSU) Technician. As soon as practical, the supervisor will take custody of the members BWC/ICC. The supervisor will maintain initial security of the BWC/ICC and subsequently relinquish control to the responding technician from TSU.
5. When a supervisor has been advised that a BWC/ICC is not functioning properly, the supervisor will ensure the BWC/ICC is replaced, if one is available. The supervisor will take the malfunctioning BWC/ICC out of service, and see it is delivered to the BWC/ICC Project Manager.
6. Unit supervisors will track, by serial number, each BWC/ICC equipment assigned to their unit and/or members of their unit. Updates will be provided to the Program Manager. In some instances the BWC may be permanently assigned to members.
7. The Program Manager will manage the overall inventory and assignments of all BWC/ICC equipment.

F. Storage:

1. All recordings will be securely uploaded to the prescribed digital evidence software solution prior to, or at the completion of, each shift. Each recording shall contain information related to the date and a unique identifier. Mandatory information will include labeling the data with a category, and a CR# or IJ5# (multiple CR# may be used), if one has been generated. Other data fields in the digital evidence solution software are available for members to utilize. If a member is unable to perform these duties, e.g. due to illness or injury during the shift, the member's supervisor is responsible for retrieving the BWC and to dock or otherwise upload any evidence it contains as soon as practical, or delegating another member to do same.
2. In the event the category of an incident captured on the BWC/ICC needs to be updated due to a change in the case/incident, the operator of the BWC/ICC at the time of the recording will be responsible to make the changes to ensure proper data retention. Supervisors who become aware of a change in case/incident that may require category changes will ensure members are advised of the need to update their recording categories.
3. Access to BWC/ICC files, not falling within guidelines of this order, must be authorized by the Sheriff or their designee. All actions by users who access the BWC/ICC storage system are recorded within the system. User activity will be subject to an audit to ensure compliance with this order.
4. Data from the BWC/ICC will be stored in accordance with current agency policy and New York State records retention laws. Unless otherwise directed by law, categories and corresponding retention schedules are in Appendix A.

G. Evidentiary Procedures:

1. When an arrest/investigation is captured on a BWC/ICC, written documentation will be

in the form of an incident report, arrest report, or other electronic means approved by the Sheriff.

2. Prior to writing an incident, crime, fleet damage, or subject management report, and/or testifying about their own recording of an incident, a member may review their own associated BWC/ICC recording. A member may view their own a recording with his or her attorney and/or labor representative prior to an I.A. interview. The viewing will be facilitated by the I.A. Commanding Officer.
3. Pursuant to a valid FOIL request, a Program Administrator, in consultation with Sheriff's Counsel, will facilitate the release of requested data.

H. Freedom of Information Law (FOIL Requests)

1. BWC / ICC recordings that are determined by Sheriff's Counsel to be releasable via the Freedom of Information Act, will be redacted to remove or blur any of the following:
 - a. Contains images of any areas of a medical facility, counseling, or therapeutic program office;
 - b. Contains information that meets the definition of protected health information;
 - c. Contains images of the interior of the place of residence where a person has a reasonable expectation of privacy;
 - d. Contains "intimate" images such as nudity, partial nudity, and sexually explicit content;
 - e. Contains images of an identifiable minor;
 - f. Contains images of a deceased person;
 - g. Contains the identity or communications from a victim or witness of an incident involving domestic violence or sexual assault;
 - h. Contains images from an incident where a domestic violence or sexual assault victim or witness indicates a desire for non-disclosure of their recorded identity or communications;
 - i. Contains any other non-public privacy information otherwise to be withheld from disclosure via applicable FOIL law;
 - j. Contains images or information related to the safety and security of the facilities' infrastructure and/or operations.
2. BWC/ICC footage obtained from Specially Deputized Task Force Officers, such as those of the U.S. Marshall Task Force, may be released via FOIL requests only pursuant to the guidelines as established in the current M.O.U. between MCSO and the partner federal or state law enforcement agency.

By Order of the Sheriff,


Todd K. Baxter

Appendix A

Category	Retention Rate
Violation/Traffic Stop/UTT	2 years
Unattended Death/Natural Causes - Released by M.E. at scene	1 year
Training	2 years
Tech Work	Indefinite
Subject Management	10 years
Shakedown	1 year
Recorded in Error	6 months
QET Activation	2 years
MVA - Non Fatal or Criminal	5 years
Missing Person	2 years
Misdemeanor Report/Arrest	10 years
Mental Hygiene Transport	4 years
K-9 Incident	5 years
Jail Code (1, Blue, Red)	2 years
Incident/FIF	4 years
Homicide/Crucial Incident or Event	Indefinite
High Risk Transport - Without Incident	1 year
General Storage	1 year
Felony Report/Arrest	25 years
Employee Injury	25 years
Domestic Report Only	4 years
Deaths (Fatal MVA's, Suicide, etc.)	25 years
Death During Police Encounter (Use of Deadly Force, Fatal MVA, In Custody Death)	Indefinite
Critical Incident/Major Event/Serious Physical Injury	25 years
Cell Block / Unit Disruption / Refusal to Lock In	3 years
Civilian/Incarcerated individual Complaint	4 years

* - Extend Retention Period: Any category can be extended within the system without changing the category (i.e., Missing Persons). The extension can only be removed by an Administer.

As of June 25, 2020

