

# ATTACHMENT 1

# Directive



## Retrieval of Archived Video

Directive #: 1000.002  
Initiating Unit: Security Services Bureau  
CALEA: N/A

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### 13 Authority and Coverage

14 The Chief of Police is the chief executive officer of the  
15 United States Capitol Police (USCP) and is  
16 responsible for the day-to-day operation and  
17 administration of the USCP.

18 This policy may be revised at the discretion of the  
19 Chief of Police, consistent with applicable law, rule,  
20 and regulation.

### 21 Definition(s)

22 **CP-411 Request for Copy/Review of Video**  
23 **Recordings.** A form created by the USCP to  
24 document and control the request and dissemination  
25 or archived video footage.

### 26 General Policy

27 The Department must maintain appropriate internal  
28 controls on the use and duplication of archived video  
29 footage to ensure the chain of custody for all copied  
30 video footage. In support of national security and  
31 legitimate law enforcement purposes, the Department  
32 adjudicates any and all requests for recorded security

33 camera video footage to include the dissemination of  
34 footage through established channels. Prescribed law  
35 enforcement purposes for the CP-411 include:  
36 required for court, subpoena, Office of Professional  
37 Responsibility (OPR), or training, but may include any  
38 authorized investigation. This policy will identify the  
39 parties that are able to request video (USCP sworn  
40 officials or their civilian equivalent) and the role of the  
41 Security Services Bureau (SSB) and Chief of  
42 Operations (COO) in assuring that any request for  
43 disseminating archived video follows an appropriate  
44 business purpose.

45 The USCP was tasked by its statutory oversight  
46 committees to expand the video retrieval capabilities of  
47 the Capitol Complex. The design, installation, and  
48 maintenance of this system are delegated to the SSB.  
49 The Capitol Police Board directed that cameras would  
50 only be used for matters related to national security  
51 and legitimate law enforcement purposes (e.g., serious  
52 crimes). The COO is the sole authority for the approval  
53 of any and all requests for archived video footage, with  
54 the exception of the Office of the Inspector General  
55 (OIG) which has the ability to duplicate archived video  
56 footage for its own investigations.

57 In addition, this policy identifies the expectations for  
58 accessing and using video footage. This policy does  
59 not apply to the use of video as an operational aid  
60 (e.g., supporting the USCP Command Center  
61 Operations during an incident). Instead, this policy is  
62 intended to safeguard against the transfer of archival  
63 video for non-operational activities (e.g., as an aid to  
64 officers in filing reports). Video footage received  
65 through an approved request should not be delivered,  
66 copied, or transmitted to anyone other than necessary  
67 parties (e.g., court, General Counsel) without approval  
68 from the COO.

69 The USCP, through SSB, maintains a sophisticated  
70 closed circuit television system (CCTV) system that  
71 includes cameras strategically placed throughout the  
72 Capitol Complex to provide situational awareness to

1 USCP personnel, supporting national security, and  
2 legitimate law enforcement purposes.

### 3 Requesting Archived Video Footage

4 The CP-411 must be routed through the chain of  
5 command and ultimately approved by the COO. A  
6 requesting official must also have signed the signature  
7 sheet acknowledging they have received and reviewed  
8 this policy and relevant standard operating  
9 procedures. Requests for archived video footage via  
10 the CP-411 must be made at least at the level of  
11 Sergeant (or their civilian equivalent) and should be  
12 reviewed and approved by the relevant Deputy Chief  
13 (or civilian equivalent) before it is sent to the Office of  
14 the COO for official approval. The COO will forward  
15 the request to the SSB upon approval.

### 16 Accessing Archived Video Footage

17 Workstations, as well as the requisite access  
18 privileges for access to archived video footage from  
19 the Video Management System (VMS), are issued by  
20 the SSB to officials (mostly at the rank of Captain and  
21 above) in the Operational Bureaus. In addition, the  
22 SSB provides access privileges to any individual in  
23 organizations that frequently require video footage for  
24 operational purposes, including the USCP Command  
25 Center, Communications, the Criminal Investigations  
26 Section, OGC, OPR, OIG, and SSB. Archived video  
27 can be used for operational activities, including  
28 supporting Command Center Operations during an  
29 incident or supporting USCP investigation. USCP  
30 personnel should not use or reference archived video  
31 in their reports which are used in court proceedings  
32 unless they have written approval from the COO.

33 Retrieving, using, or duplicating archived video footage  
34 in cases not related to national security or significant  
35 law enforcement operations (e.g., traffic stops,  
36 accident reporting), could expose the location of our  
37 CCTV cameras or identify our surveillance tactics. This  
38 presents a threat to national security, as making this  
39 information public could be utilized by a potential  
40 adversary.

41 Video footage should be used only in the prescribed  
42 manner documented in the CP-411 within the strict  
43 controls outlined in this policy. If the reason for a  
44 request or usage of the video footage changes,  
45 another CP-411 form should be completed and

46 provided through the proper chain of command to  
47 amend the initial CP-411.

## 48 Responsibilities/Procedures

### 49 Security Services Bureau

50 SSB is responsible for the following:

- 51 1. Process an approved request and schedule a time  
52 for the requesting official to pick-up the video  
53 footage. Only the requesting official or an alternate  
54 designated in writing by the requesting official may  
55 pick up the video.
- 56 2. Assign a request tracking number to ensure  
57 accountability and proper internal controls and  
58 record all video requests and custody transfers  
59 with the assigned tracking number in an approved  
60 location. Any changes to the original request will  
61 require a new CP-411.
- 62 3. Stores video footage for 30 days per system  
63 capabilities. Officials should be aware that system  
64 maintenance or malfunctions may make video  
65 unavailable prior to the 30 days. For this reason,  
66 video retrieval requests should be made promptly.  
67 SSB will maintain an archive of any approved  
68 video footage requests.

## 69 Additional Information

70 Retrieval, use, or duplication of archived video footage  
71 would not be in compliance with the intent of Congress  
72 when it established the VMS.

## 73 Cancellation

74 None.

## 75 Appendices

76 None.



77 **Kim C. Dine**  
78 **Chief of Police**