

Section 5: Management of recordings

5.1 DERIE system and PRD recordings

The following procedures outline the management of recordings created by means of the DERIE system or a PRD. They include recordings relating to indictable offences, non-indictable offences, or any other matter recorded during the performance of an officer's duty. The following terminology has been adapted from the Australasian Guidelines for Digital Image Processes 2004: Recordings, evidentiary or otherwise, can be classified accordingly:

- (i) Primary recording. The first instance in which data is recorded in memory;
- (ii) Original recording. An exact binary copy of the primary recording; and
- (iii) Working copy. A copy of a primary or original recording which involves applying processes that change the file format or original data.

In evidential terms there is no distinction between the content of primary or original files because they are the same and have the same evidential weight. By definition the primary and any original recording are also considered original evidence. For recording devices where it is not practical to store the primary recording i.e. hard disc recorders, the primary recording may be deleted upon the creation of an original recording.

Additionally, the term 'master recording' refers to the recording that will be used for archival purposes and must be either a primary or original recording.

Audio/Visual (AV) recordings made during the course of an officer's duty are public records and may be subject to public access under the provisions of the *Right to Information Act* and the *Information Privacy Act*.

ORDER

Regardless of whether Service or privately owned equipment is used, officers are to manage AV recordings made during the course of their duty in accordance with these procedures and Service Corporate Records Management Policy. All electronic record of interviews or any other AV recordings made during the performance of an officer's duty remains the property of the Service. Electronic recordings of interviews or events are not to be stored on privately owned computers or storage devices. The primary or original AV recording of any interview or event must not be altered, manipulated or enhanced; a working copy is to be made for such purposes.

5.2 DERIE system recording media

POLICY

Officers are to use DERIE quad pack recording media specifically designed for use with DERIE recording equipment. In particular, the bar-coded red master disc in DERIE media quad pack is required for integration with QPRIME. The DERIE quad pack consists of the following media:

- (i) 1 Video DVD master (red disc with barcode);
- (ii) 1 Video DVD officer copy (blue disc);
- (iii) 1 CD (MP3 audio format) client (black disc); and
- (iv) 1 CD (MP3 audio format) officer copy (black disc).

When using DERIE equipment the red master DVD, blue investigator's DVD and black audio CDs are exact binary copies of data initially recorded within the system (the primary recording). As such each disc is considered an original video and/or audio copy of the interview.

The interviewing officer must complete all information fields and circle the relevant block code included on the label of the interviewing officer's DVD and both audio CDs. The lettered block code indicates the following classification;

- (i) M: Master recording;
- (ii) P: Investigating officer's DVD recording (Police);
- (iii) IVE: Relevant person's recording (Interviewee's); and
- (iv) C: Copy (only used if a copy is later produced).

5.3 Storage and distribution of media

DERIE interview recordings are to be distributed as follows:

- (i) the red master DVD is to be forwarded to Electronic Media, Evidence Management (EMEM) at the conclusion of the interview. The barcode number will be used as a reference for the interview within QPRIME and for ongoing storage and management of the master recording;
- (ii) one CD (audio) recording and the investigating officer's DVD (video) recording will initially be retained by the investigating officer and attached to any brief of evidence. During a prosecution, the DVD recording will be tendered to the Court as evidence and the CD recording will be used by the Office of the Director of Public

Prosecutions (ODPP) for transcription purposes. The CD recording is to be included in the brief of evidence but should not be tendered in court as an exhibit; and

(iii) one CD (audio) recording will be given to the interviewee or the interviewee's legal representative at the completion of the interview.

5.4 Distribution of recordings when interviews are audio recorded only

ORDER

Where interviews are audio recorded, simultaneously producing three audio recordings, these tapes or discs will be distributed as follows:

- (i) one audio recording will be handed to the interviewee or the interviewee's legal representative at the completion of the interview;
- (ii) one audio recording will be retained by the investigating officers for production to court as evidence; and
- (iii) the remaining audio recording will be treated as the master and delivered to Electronic Media, Evidence Management for archival purposes.

5.5 PRD recording media

Recording media for PRD equipment may be either removal (flash card/tape), non-removable (hard disk) or a combination of both. For investigative, evidence presentation and/or archiving purposes, it may be necessary to copy the primary recording to another storage medium (see also s. 1.7: 'Recording of non-indictable offences and other matters' of this Manual).

5.6 Storage of media

Storage options for recordings made by means of PRD include;

- (i) physical storage of the primary recording (removable recording media only);
- (ii) duplication of the primary recording to an archival quality optical disc/s (CD/DVD); and
- (iii) duplication of the primary recording to a regional or command file server.

ORDER

Due to Service retention period requirements, the storage of electronic records onto file servers should only be considered as a short-term storage option.

5.7 Primary recording storage

Where the primary recording is retained as the master recording, it must be tagged within QPRIME and labelled in accordance with s. 5.2: 'DERIE system recording media' of this chapter. Within QPRIME, recordings relating to a specific occurrence are to be treated as per an 'Interview Tape/Disc' property item whilst non-occurrence related recordings are to be treated as per a 'Police Document' property item in accordance with the QPRIME User Guide. Once labelled and tagged within QPRIME, the master recording is to be forwarded to Electronic Media, Evidence Management for on-going management/archiving. If further copies are required they should be created prior to archiving the master recording and retained at the relevant station in accordance with local and QPS property management procedures.

Where additional copies of a recording have been made for evidential purposes they are to be retained by the investigating officer until the conclusion of any proceedings in accordance with s. 8.2: 'Disposal of police copies' of this Manual.

5.8 Optical disc storage

For optical disc storage, a master recording should be created using archival quality Service labelled CD or DVD media.

The master must be a primary or original recording and labelled in accordance with s. 5.2: 'DERIE system recording media' of this chapter and QPRIME User Guide instructions. QPRIME recordings relating to a specific occurrence are to be treated as per an 'Interview Tape/Disc' property item whilst non-occurrence related recordings are to be treated as per a 'Police Document.' Upon creation and verification of an original/master recording, the primary recording can be deleted from the PRD. The master is to be forwarded to Electronic Media, Evidence Management for on-going management/archiving. If further copies are required they should be created prior to archiving the master recording and retained at station level in accordance with local and Service property management procedures.

Where additional copies of a recording have been made for evidential purposes they are to be retained by the investigating officer until the conclusion of any proceedings in accordance with s. 8.2: 'Disposal of police copies' of this Manual.

5.9 File server storage

Where a region or command employs a file server storage system, the officer in charge of the region or command is to, in consultation with their relevant regional information resource manager, develop station/establishment instructions for the retention, retrieval and disposal of recordings held.

In such cases, it is recommended that a directory of folders be established with each officer having their own folder on their relevant server. Folders should only be accessible by the relevant officer, officer in charge and/or administration staff. See also Chapter 4: 'Information Security' of the Information Management Manual for the policy relating to the security of the Service's electronic information holdings.

Local procedures should include a maximum retention period at the conclusion of which recordings should be transferred, either singularly or in multiple, to optical disc for on-going management with Electronic Media, Evidence Management.

Where a station or establishment uses a file server storage system for digital PRD recordings, officers should ensure that such recordings are regularly downloaded, in their original recording format, and named in accordance with the naming protocols outlined in s. 5.10: 'Naming protocols' of this chapter.

5.10 Naming protocols

POLICY

Discs, file folders or individual electronic files should be labelled using the following naming protocols. Where the recording relates to:

(i) a single recording of:

(a) an incident where a QPRIME occurrence or an infringement notice is issued:

Date (yyyymmdd) employee number QPRIME/TIN/LIN/PIN No. (e.g. 20150916 4001234 QP1500112233);
or

(b) is of a matter where an official record is not created:

Date (yyyymmdd) employee number subject person location (e.g. 20150916 4001234 Jane Citizen Coomera);

(ii) a single recording of multiple activities, e.g. body-worn camera recording of static RBT interception activities or a video recording of stop sign enforcement:

Date (yyyymmdd) employee number activity location (e.g. 20150916 4001234 static RBT Tarragindi); or

(iii) multiple recordings in a file server or on a compact disc relating to a single matter, the file or disc should be labelled using relevant information such as:

(a) offence date (in yyyymmdd format);

(b) QPRIME occurrence;

(c) operation name;

(d) investigating officer's employee number; and/or

(e) short descriptor,

as appropriate, to allow later filing and retrieval within the relevant computer system (e.g. QP1500112233 Op STAMPEDE CCTV).

Where multiple recordings have been recorded using a portable recording device (see SMD) and such recordings relate to different QPRIME occurrences, the recordings must be separated and filed in accordance with their respective occurrence number.

5.11 Delivery of recordings to Electronic Media, Evidence Management (EMEM)

ORDER

Recording media will not be accepted at EMEM unless they are appropriately labelled and tagged within QPRIME. All master tapes and recording media to be stored at EMEM are to be conveyed in such a manner as to prevent loss or damage.