

PRAIRIE VILLAGE POLICE DEPARTMENT

**PROCEDURES FOR OBTAINING
A COPY OF A VIDEO RECORDING**

The Prairie Village Police Department has established a policy for the video recording of DUI investigations and arrest procedures. Complete the required information below and return this form, along with the digital media and payment to cover the cost of reproduction to:

**Prairie Village Police Department
7710 Mission Road
Prairie Village, KS 66208**

In-Car and Booking videos are \$25.00 each – a blank DVD must be provided for each.

PLEASE NOTE: DVD+RW is NOT compatible with our system.

Booking videos are only retained in our system for 30 days from the date of arrest.

Once the recording(s) are completed, we will contact you at the number you provide below.

Videos are available for pickup Monday through Friday from 8 a.m. to 4:30 p.m.

WE DO NOT RETURN VIDEOS BY MAIL.

Any recordings not picked up within 90 days from the date we contact you will be disposed of by our Department!

Name of Subject _____ Case No. _____

Date and approximate time of contact with the Prairie Village Police Department _____

Name of Requestor _____ Phone Number _____

Relationship to Subject _____

In-Car Video Booking Room Video Other _____

TO BE COMPLETED BY POLICE DEPARTMENT PERSONNEL

Received by: L. Jagow S. Whitaker Date _____ Time _____

Copy of video recording made by:

Name _____ Date _____ Time _____

Notes _____

Date Called for Pick Up _____ Time _____ By _____

Picked Up By _____ Date _____