

# Video Prints

### Guiding Principles

- a) A video print is a **copy** of an image or images which already exist on video tape, computer disc or any other media format. Video prints will not be taken as a matter of routine. Each time a print is made it must be capable of justification by the originator who will be responsible for recording the full circumstances under which the print is taken in accordance with the procedural manual.
- b) Video prints contain data and will therefore only be released under the terms of Appendix C to this code of practice, 'Release of data to third parties'. If prints are released to the media, (in compliance with Appendix C), in an effort to identify alleged offenders or potential witnesses, full details will be recorded in accordance with the procedural manual.
- c) A record will be maintained of all video print productions in accordance with the procedural manual. The recorded details will include; a sequential number; the date, time and location of the incident, date and time of the production of the print and the identity of the person requesting the print, (if relevant).