



MBTA Transit Police

Investigative Services Division

Number: 2009-06

Date: September 15, 2009

Subject: **VIDEO SURVEILLANCE EVIDENCE REQUESTS**
Post: Mention at Roll Calls through September 20, 2009
Distribution: Standard Distribution

In conformance with Chapter 283 of the Department Manual, all requests for video evidence must be directed to a member of Transit Police Crime Scene Services.

Crime Scene Services may be contacted telephonically or by e-mail at: videorequest@mbta.com. This requirement is necessary in order to ensure timely production, maintain quality control, and provide for the proper preservation and continuity of all surveillance evidence. Crime Scene Services is the only location from which video can be downloaded and archived.

All requests must contain the following information:

- Date of incident;
- Time of incident;
- Location of incident or bus number;
- Purpose of request;
- Case number;
- Contact telephone number; and
- Descriptive information (e.g., marks, tattoos).

Crime Scene Services will address all requests and respond in a timely manner.

In the event that exigent circumstances require an immediate response, the Dispatch Supervisor must contact the Crime Scene Services Supervisor or the on-call Supervisor from the Criminal Investigations Unit.

A handwritten signature in black ink that reads "Lewis P. Best".

LEWIS P. BEST
Deputy Chief