**Protocol for viewing and downloading video**

1. Purpose:

To establish the protocol for selecting individuals who will review video. Actions to be taken. Requirements for downloading video.

1. Selection of individuals to review video.

The club president will ask the board of directors for volunteers willing to view video with an unbiased opinion. The president will select three (3) individuals to fill this role. Selected individuals will only serve for one year. After annual club elections the incoming president will repeat the process for the year.

1. Requirement for viewing video.

Any club member can bring forth a complaint to the executive board who will determine if a review of video is necessary. If it is determined that viewing video is necessary it will be communicated to the three-person viewing panel. Once viewed by the panel they will report it to the club president who will determine what action (s) be taken.

If the review committee feels there may have been a criminal action based on the review it will be brought to the president who will make the final determination if law enforcement should be involved.

1. Downloading video requirements.

\*NOTE

Video will only be downloaded if and when the president determines it is necessary to pursue potential legal action.

When reviewing video and the review committee feel a criminal act may have taken place, the club president will be advised. Should the executive board agree that a criminal act may have taken place law enforcement may be requested to make that determination.

Should law enforcement feel the incident reviewed is a criminal and with the agreement of the club president a copy will be made and turned over to law enforcement for evidence.

1. and all downloaded media if not used as evidence relating to a criminal action will be destroyed by erasing flash drives or shredding media downloaded to a disk. These actions shall be verified by the executive board.