



**USE OF SHERIFF'S OFFICE VIDEO STUDIO
GENERAL ORDER #7.02**

Adopted: 06/01/05
Replaces: NEW ORDER

POLICY

The Sheriff's Office video studio and editing room are located at Sheriff's Headquarters on the third floor. The video studio and editing room may be used by Sheriff's Office *or Stanford University Department of Public Safety* employees only when authorized by the video coordinator. The video coordinator is a designated employee of the *Sheriff's Office* Administrative Services Division.

Any Sheriff's Office *or Stanford University Department of Public Safety* employee who wishes to use the video studio or editing room or who wishes to borrow any videotape or item of equipment shall obtain permission from the video coordinator. The video coordinator maintains the schedule for use of the video studio and the editing room.

Stanford University Department of Public Safety employees who use and/or borrow any Sheriff's Office video or editing equipment shall maintain that equipment in good condition and shall return it promptly. Any damage to the equipment shall be reported as soon as possible. In using video or editing equipment, employees and volunteers shall exercise caution to comply with all applicable copyright laws.

LAURA WILSON

DIRECTOR