

TRANSIT SERVICES BUREAU

NOTICE
8.1.2

December 8, 2022

TO: All Department Personnel

FROM: Commanding Officer, Transit Services Bureau

SUBJECT: GUIDELINES WHEN COMPLETING ARREST REPORTS, AND INVESTIGATIVE REPORTS INVOLVING LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) TRAINS, PLATFORMS, AND BUSES

This Notice is a reminder that all arrest reports and investigative reports involving Los Angeles County Metropolitan Transportation Authority (Metro) trains, platforms, and buses, must be immediately scanned and emailed to the Transit Services Division (TSD) watch commander at wc-tsb@lapd.online upon signature.

A procedure is in place to preserve the video evidence from the Los Angeles County Metropolitan Transportation Authority (Metro) trains, platforms, and buses. It is incumbent of all officers and supervisors completing arrest reports and investigative reports to ensure TSD receives a copy of the report immediately after watch commander signature. This procedure is critical in preventing loss of video evidence.


To assist TSD detectives in requesting video footage, officers must obtain the below listed pertinent information:

- Train line number;
- Train car number;
- Bus number located on bus;
- Names of platforms; and,
- Address of bus stations.

The request for video can be located on the Local Area Network page for Transit Services Group. All questions related to Metro video should be directed to the TSD Investigative Unit, at (213) 922-7222. The request for video should be completed and emailed to tsdvideorequests@lapd.online.


DONALD R. GRAHAM, Jr., Deputy Chief
Commanding Officer
Transit Services Bureau

APPROVED:


DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachments

DISTRIBUTION "D"



LAPD APPLICATION FOR MTA VIDEO FOOTAGE

EMAIL COMPLETED FORM TO: tsdvideorequests@lapd.online

SECTION 1 – REQUESTOR INFORMATION		
LAST NAME, FIRST INITIAL		SERIAL NUMBER
DIVISION		PHONE NUMBER
SECTION 2 – INCIDENT INFORMATION		
DR NUMBER (REQUIRED)		CRIME
INCIDENT SUMMARY		
DATE OF INCIDENT		TIME REQUESTING (DO NOT USE MILITARY TIME) TO <input type="checkbox"/> AM or PM <input type="checkbox"/>
SECTION 3 – MANDATORY		
STATION		
LINE	STATION NAME	CAMERA NUMBERS
TRAIN		
LINE	TRAIN CAR #	
BUS		
BUS NUMBER (4 DIGITS)		**IF THE BUS NUMBER IS NOT KNOWN, PLEASE PROCEED TO PROVIDING THE INFORMATION NECESSARY IN THE SUBSEQUENT FIELDS BELOW.
LINE NUMBER	STREET/ INTERSECTION PLUS DIRECTION OF TRAVEL	SPECIFIC TIME AT INTERSECTION
BUS OPERATOR NAME		BUS OPERATOR EMPLOYEE ID NUMBER
SECTION 4 – CERTIFICATION		
<p>I DECLARE UNDER PENALTY OF PERJURY THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE CRIMINAL JUSTICE AGENCY INDICATED ABOVE, AND THAT THE REQUESTED FOOTAGE IS NEEDED FOR OFFICIAL LAW ENFORCEMENT PURPOSES.</p>		
SIGNATURE: _____		DATE: _____
PRINT NAME: _____		

***OFFICE USE ***

DATE RECEIVED	INITIALS	VIDEO REQUEST ID#
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MTA VIDEO FAQs

1. **How do I order MTA videos?** Complete the application form, Metro Video Footage Request, and email it to tsdvideorequests@lapd.online.
2. **How long do videos last?** Train videos last 4 days, bus videos last 10 days and station videos last 10 to 30 days, depending on the stations' cameras (standard definition vs high definition).
3. **What do I do if I have questions about videos?** You can call 213-922-7222 or email tsdvideorequests@lapd.online.
4. **What is the correct form to use for requests?** The application with the LAPD badge on the upper left corner.
5. **Can I contact MTA directly to ask them questions about videos?** **NO!** Please contact LAPD TSD Detectives at 213-922-7222 for ALL MTA video related questions.
6. **How long will it take to get video back from MTA?** It takes approximately 10 business days to get the videos back from MTA.
7. **What do I need to request bus videos?** A bus number is critical. If you do not have a bus number we will need a line number, direction of travel and a specific time at an intersection to attempt to locate the bus number.
8. **What do I need to request train videos?** A train car number is needed to request train video. If you do not have a train car number, we will need the train line number, date and time of the last stop at a train station to attempt to locate the train car number.
9. **How much video time can I request?** MTA allows for one hour of video to be requested.
10. **Can we view cameras before requesting videos?** ONLY STATION cameras can be viewed ahead of time. You can call LAPD TSD Detectives at 213-922-7222 and make an appointment. Bus and train video cannot be viewed before requesting video.

11. **What happens on off hours if we need video for a critical incident?** Call the TSD Watch Commander at 213-922-1410/1411/1412.
12. **Where can I get the video players?** All the video players can be downloaded from the Software Center from your desktop. If this method is not available, you can bring a thumb drive when you pick up your video and we will provide the players for you.
13. **What happens if an MTA employee tells me to contact MTA for videos?** DO NOT contact MTA, call TSD at 213-922-7222.
14. **Who should request MTA video?** Only the I/O should request videos.