**OFFICE OF THE CHIEF OF POLICE**

**NOTICE**
1.11

March 8, 2021

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** BODY WORN VIDEO PROCEDURES FOR UNIFORMED OVERTIME DETAILS INVOLVING POLICE LIEUTENANTS AND BELOW

**PURPOSE:**

The purpose of this Notice is to inform Department personnel of the requirement to use Body Worn Video (BWV) during uniformed overtime details and to establish a limited exception to the docking requirement for personnel assigned to uniformed overtime details. These approved uniformed overtime details include, but are not limited to:

- Cash Overtime Allotment for Scheduling and Timekeeping (COAST) details;
- Bureau/Group/Area/divisional overtime details; and,
- Task forces (e.g., Driving Under the Influence checkpoints).

Department personnel assigned to these uniformed details **shall** utilize BWV. Department personnel who have a permanently assigned BWV shall utilize it during their assigned overtime shift. Department personnel who do not have a permanently assigned BWV shall indicate during the overtime signup process that a loaner BWV device and phone are needed.

**PROCEDURE:**

Department Manual Section 3/579.15, *Objectives of Body Worn Video*, currently states that at the end of each shift, Department personnel shall upload all BWV recordings to secure storage by docking (uploading) the device at the station. This Notice hereby provides a **limited exception** to this procedure, allowing Department personnel assigned to a uniformed overtime detail to defer docking until their next regularly scheduled shift, after the overtime detail.

If an incident occurs requiring a supervisor to conduct an administrative investigation such as a use of force, pursuit, complaint investigation, traffic collision, or other incident where the BWV recording has evidentiary value (as determined by a supervisor), Department personnel shall upload their BWV devices at a Department facility prior to going end of watch. All other provisions, procedures, and directions in Department Manual Section 3/579.15, shall continue to apply.

**Personnel with Permanently Assigned BWV**

For COAST overtime events, personnel may update their equipment status by selecting "I have Body Worn Video assigned to me" under the "Personal Info" link of the COAST page. For other overtime events, officers shall indicate their BWV status during signup in the method prescribed by the event coordinator.

Personnel working uniformed overtime details shall have all their equipment, including BWV, at their start of watch, which will be the assigned report, check-in, or roll call time. Personnel may elect to either take their BWV equipment home after their last shift and report directly to the overtime location or retrieve their BWV equipment from their regular work location immediately prior to their uniformed overtime detail.

> **Note:** Personnel electing to retrieve their uniform and/or BWV equipment from their work location immediately prior to their shift will not be compensated for this time.
>
> **Exception:** Personnel on a "standby" list who receive notice of an overtime shift without sufficient notice to take their BWV equipment home prior to the end of their last regular work shift shall make sure to notify the event point of contact or overtime-location watch commander that they will require a BWV device when they accept the overtime detail.

Officers shall ensure that their BWV device is fully-charged and has adequate storage prior to reporting to the uniformed overtime detail. Body Worn Video has ample storage for three regular duty/overtime shifts. Officers shall anticipate the needed space for any upcoming overtime shift to ensure that they arrive at their overtime detail roll call with a fully charged BWV with ample storage space for the entire shift. If an officer determines their device will not have adequate storage, they shall notify the event point of contact or overtime-location watch commander that they will require a BWV device with sufficient time to obtain a loaner camera. For purposes of this section, sufficient time shall mean no later than eight (8) hours prior to the event start time for overtime assignments obtained through the COAST lottery or during the confirmation call for last-minute standby assignments.

**Personnel without Permanently Assigned BWV**

Officers who are not assigned a permanent BWV (e.g., detective or administrative personnel) shall ensure overtime signups reflect that BWV equipment is needed for the event. For COAST overtime events, personnel may update this by deselecting "I have Body Worn Video assigned to me" under the "Personal Info" link on the COAST page. For other overtime events, officers shall indicate their need for BWV equipment during signup.

A supervisor or event coordinator shall ensure that a BWV kit (BWV, smart phone, camera mount, and any City-issued accessory) is prepared for each officer indicating that a BWV device is needed for the overtime assignment. Generally, for Los Angeles County Metropolitan Transportation Authority (LACMTA) overtime details, the line supervisor shall review his or her personnel roster (E214) and obtain a sufficient number of BWV kits for the officers needing the equipment from the Transit Services Division kitroom docks. The line supervisor or designee

shall be responsible for ensuring the cameras are assigned to the employee in Evidence.com. For other overtime details supervisors shall prepare the BWV kits with guidance from the relevant event coordinator (e.g., Operations-South Bureau Special Events).

To ensure that there is ample storage to complete a regular shift following an overtime detail, officers with permanently assigned BWV devices may need to check out a loaned BWV device while their permanently assigned device uploads. If a BWV device is reassigned for any reason, the employee shall explain the reasons in his or her daily log.

> **Note:** Personnel who do not have a permanently assigned BWV device shall ensure that they have received BWV training prior to signing up for a uniformed overtime detail.

**General Procedures**

It is the responsibility of all personnel working a uniformed overtime detail to comply with the following procedures:

- If permanently assigned BWV equipment, ensure that their BWV device is fully-charged and has adequate storage prior to reporting to the uniformed overtime detail;
- Utilize the BWV according to Department policy in the same manner as they would during any regular uniform assignment;
- Overtime detail supervisors shall ensure that loaned BWV devices are properly assigned to the correct officer in Evidence.com;
- Upload permanently assigned BWV devices at their respective Area/division on their next scheduled workday or return loaned BWV devices to their supervisor at the end of the overtime shift; and,

  **Note:** Department personnel may dock (upload) their BWV device at any bureau/Area/division docking station.

- Ensure that there is ample storage to complete their next regularly scheduled shift.

If you have any questions or require additional information, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

MICHEL R. MOORE
Chief of Police

DISTRIBUTION "D"