

## OFFICE OF OPERATIONS

### NOTICE

May 27, 2020

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**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

**SUBJECT:** STANDARDIZED VIDEO INSPECTION PROCEDURES – REVISED

This Notice revises Office of Operations (OO) Notice, *Standardized Video Inspection Procedures*, dated March 15, 2018, to update inspection procedures for Body Worn Video (BWV) and Digital In-Car Video (DICV) video recordings while also reinforcing progressive discipline for any forthcoming BWV and DICV inspections. This directive supersedes any bureau, Area, or divisional orders on BWV and DICV inspection protocols and shall be effective immediately:

**INSPECTION SCOPE, POPULATION, AND SAMPLE SELECTION.** The Bureau Inspection Units shall conduct the following every deployment period (DP):

- Inspect all geographic Areas under the bureau's chain of command once per DP;
- Obtain a Microsoft Excel report of all incidents generated by each Area during the entire DP from the Department's Gold Mine Database;
- Determine the relevant sample size for each Area using the Department-standard statistical One-Tailed Test;

**Note:** The following parameters shall be used with the One-Tailed Test: a 95% confidence level; a Standardized Normal Distribution coefficient of 1.96; a Proportion of Success Rate of 95%; and, an acceptable error rate not to exceed 5%. The One-Tailed Test shall be applied to the bureau total and stratified for each Area.

- Randomize all incidents using the embedded Microsoft Excel "RAND" function;
- Review and select each incident that would require the activation of BWV and/or DICV to include into the random sample of incidents for each Area;
- View the BWV and/or DICV associated officers who had a **substantial role** for each incident selected and ensure compliance with **only** the following objectives:

1. **Start of Watch Checks:** Ensure units equipped with BWV and/or DICV generated test videos and/or synchronized wireless transmitters as required. The BWV and/or DICV condition shall also be documented on the daily logs (see Department Manual Sections 3/579.13, *Digital In-Car Video System (DICVS) Use and Deployment*, and 3/579.15, *Objectives of Body Worn Video*);
2. **Activation Required:** Ensure BWV and/or DICV was activated for any investigative or enforcement activity involving a member of the public (see Department Manual Sections 3/579.13, *Digital In-Car Video System (DICVS) Use and Deployment*, and 3/579.15, *Objectives of Body Worn Video*);

3. **Pre-Activation Buffer Video Required:** Ensure BWV was powered on and the two-minute pre-activation buffer is present as required (see Office of Constitutional Policing and Policy Notice, *Powering Off Body Worn Camera Devices While In Department Facilities*, dated December 20, 2018);
4. **Activation Timeliness:** Ensure BWV and/or DICV was activated prior to the investigative or enforcement activity involving a member of the public; and, deactivated after the investigative or enforcement activity involving a member of the public has ended (see Department Manual Sections 3/579.13, *Digital In-Car Video System (DICVS) Use and Deployment*, and 3/579.15, *Objectives of Body Worn Video*);
5. **Seatbelt Usage:** Ensure seatbelt usage for arrestees transported in any Department vehicle (see Department Manual Section 4/217.50, *Transportation of Arrestees*) and, if observed, any non-use by officers (see Department Manual Section 4/289, *Safety Belts in Department Vehicles*); and,
6. **Incident Tagging:** This objective shall be informational only. Any BWV that is not properly tagged with the correct incident number on Evidence.com shall be sent to the appropriate Area for correction.

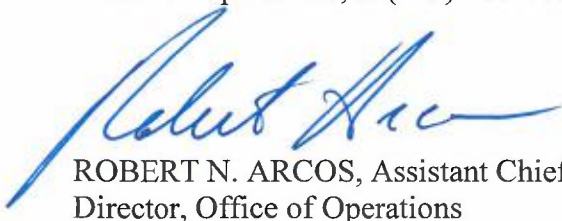
**Note:** Although the Premier One Computer Aided Dispatch (CAD) system implemented a new Incident Number format on October 21, 2019, all OO personnel shall continue to convert the new Incident Number (YYMMDD0000####) to the old format (YYMMDD00####) for any BWV tagging.

- Any deviations discovered shall be sent to the respective Area for validation. An Area commanding officer shall assign a supervisor to generate a Supervisory Action Item (SAI) for the affected employee(s) and investigate the deviation(s). The investigating supervisor shall document the results of the investigation under the "Investigative Narrative" portion of the SAI and make a recommendation for the disposition of the SAI. The disposition of the SAI shall, at minimum, be titled, "Informal Meeting."

**Note:** Commanding officers shall use progressive discipline to address any deviations of BWV and DICV policies, unless the deviation was an intentional act to circumvent Department policy or procedure (see Office of the Chief of Police Notice, *Using Supervisory Action Items to Document Deviations in Digital In-Car Video and Body Worn Video Procedures*, dated March 4, 2019).

- When progressive discipline has reached the level of a personnel complaint, commanding officers shall adhere to the procedures set forth in the Sworn Penalty Guide for Personnel Complaints.

If you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



ROBERT N. ARCOS, Assistant Chief  
Director, Office of Operations

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