

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 3

August 28, 2015

SUBJECT: PROCEDURES FOR DEPLOYMENT AND USAGE OF BODY WORN VIDEO DURING TRANSITION PERIOD

PURPOSE: On April 28, 2015, the Board of Police Commissioners approved the use of the Body Worn Video (BWV) by Department sworn personnel to record enforcement and investigative contacts with the public. The BWV is intended, but not limited to, enhancing:

- Police operations and safety;
- Police reporting;
- Officer accountability;
- Investigation and resolution of personnel complaints;
- Documentation of evidence for criminal prosecution; and,
- Reduction of Department liability.

Most importantly, BWV is a progressive policing approach to enhance the Department's relationship based policing efforts.

Special Order No. 12, *Body Worn Video Procedures – Established*, dated April 28, 2015, delineates the procedures for BWV usage and deployment. This Order establishes supplemental procedures for the usage and deployment of BWV during the transition period to ensure positive Department-wide implementation.

PROCEDURE:

- I. TRAINING.** Prior to usage and deployment in the field, Department personnel assigned BWV must complete Department-approved training on the proper use and maintenance of BWV and its associated devices. Additionally, a manual is provided with each BWV kit issued.
- II. TRANSITION PERIOD.** To ensure the positive implementation of BWV, a 90-day transition period was established to provide Department personnel with adequate time to be acclimated in the use of BWV. The transition period begins when the Department employee is issued BWV *and* completes the training. Department personnel will not deploy BWV until both requirements are met.

Note: Department personnel who do not complete the transition period due to an extended leave of absence, such as, but not limited to, an injury on duty, extended military leave or bonding leave, should have their 90-day transition period placed on hold. If the employee is subject to BWV reintegration, they will receive refresher training prior to the resumption

of their transition period. Upon return to duty, the Department employee should resume the transition period at the same point where he or she left off. For example, a Department employee completed 30 days of the transition period prior to extended military leave. Upon return, the Department employee would resume the remaining 60-day balance of the transition period.

III. OFFICER'S RESPONSIBILITIES. Department personnel assigned with the usage and deployment of BWV will ensure, in addition to the completion of Department-approved training, to review Department policy related to the use of BWV. Department employees should consider that the use of BWV protects themselves, the Department, as well as the general public.

During the transition period, unintentional deviations in policy and procedure in the usage and deployment of BWV may occur. This is anticipated because Department employees are acclimating to BWV, and developing the necessary knowledge to effectively utilize the system. These incidents will be considered training issues, and during the transition period, Department employees should receive non-documented counseling and training only. A TEAMS Evaluation Report, Form 01.78.04, action item should not be generated.

Note: Intentional acts to circumvent Department policy and procedure, such as intentionally not activating BWV when required, intentionally de-activating BWV prior to completion of the incident, disabling or tampering with BWV, is misconduct and will not be considered as a training issue. Appropriate action will be taken in these limited situations.

Upon completion of the transition period, it is expected that Department employees are proficient in the usage and deployment of BWV.

Note: It is the individual Department employee's responsibility to ensure they are proficient in the usage and deployment of BWV. If a Department employee believes that he or she possesses insufficient knowledge in the usage and deployment of BWV, he or she should seek remedial training from the Area training coordinator or a Department supervisor. If at the end of the transition period the employee does not believe they have the required proficiency to utilize BWV, they may submit an Employee's Report, Form 15.07.00, to their commanding officer requesting additional training and an extension, indicating how much time, not to exceed 30 days, they will need. The commanding officer will make the final decision whether to grant the request.

IV. SUPERVISOR'S RESPONSIBILITIES. Supervisors will ensure that subordinates adhere to Department policy and procedure with regards to BWV usage and deployment. Supervisors will provide the necessary guidance, training, direction and motivation to ensure positive implementation of BWV. During the transition period, supervisors should be proactive in the continuous training of their subordinates in the usage and deployment of BWV. This could be accomplished through, but not limited to, roll call training, incident debriefs, and formal or informal meetings. Supervisors will regularly brief the watch

commander regarding deviations in policy and procedures and the guidance, training, direction and motivation they provided.

- V. WATCH COMMANDER'S RESPONSIBILITIES.** Watch commanders will ensure that subordinates adhere to Department policy and procedure with regards to BWV usage and deployment. Watch commanders will provide the necessary guidance, training, direction and motivation to ensure positive implementation of BWV. During the transition period, watch commanders should be proactive in the continuous training of their supervisors and subordinates in the usage and deployment of BWV. This could be accomplished through, but not limited to, roll call training, incident debriefs, and formal or informal meetings. Watch commanders will regularly brief the commanding officer regarding deviations in policy and procedures and the guidance, training, direction and motivation they provided.
- VI. TRAINING COORDINATOR'S RESPONSIBILITIES.** Area training coordinators will ensure that Department personnel in their Area received Department-approved training in the usage and deployment of BWV. Area training coordinators will document the training of each employee and the employees' acknowledgement that they understand the proper method of utilizing the BWV system. Area training coordinators should be proactive in the continuous training of Department personnel in the usage and deployment of BWV during the transition period. This could be accomplished through, but not limited to, roll calls, supervisory training, divisional training days and formal or informal training sessions. Area training coordinators will regularly brief the watch commanders and commanding officers regarding deviations in policy and the guidance, training, direction and motivation they provided.
- VII. COMMANDING OFFICER'S RESPONSIBILITIES.** Area commanding officers will be responsible for compliance with this Order and the positive implementation of BWV during the transition period.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

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



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Director, Office of Operations

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