

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 17**

**August 3, 2018**

**SUBJECT: USE OF BODY WORN VIDEO OR DIGITAL IN-CAR VIDEO SYSTEM FOR LOS ANGELES POLICE DEPARTMENT TRAINING PURPOSES – ESTABLISHED; DIGITAL VIDEO RECORDINGS FOR TRAINING CONSENT, FORM 13.16.00 – ACTIVATED; AND, REQUEST/APPROVAL FOR USE OF DIGITAL VIDEO FOR TRAINING, FORM 13.16.01 – ACTIVATED**

**PURPOSE:** The purpose of this Order is to inform Department personnel of the approval process required to use Body Worn Video (BWV) or Digital In-Car Video System (DICVS) recordings for Department training. This Order establishes Department Manual Section 3/579.17, *Use of Body Worn Video or Digital In-Car Video System for Los Angeles Police Department Training Purposes*. In addition, this Order activates the Digital Video Recordings for Training Consent, Form 13.16.00, and the Request/Approval for Use of Digital Video for Training, Form 13.16.01.

**PROCEDURE:**

- I. USE OF BODY WORN VIDEO OR DIGITAL IN-CAR VIDEO SYSTEM FOR LOS ANGELES POLICE DEPARTMENT TRAINING PURPOSES – ESTABLISHED.** Department Manual Section 3/579.17, *Use of Body Worn Video or Digital In-Car Video System for Los Angeles Police Department Training Purposes*, has been established and is attached.
- II. DIGITAL VIDEO RECORDINGS FOR TRAINING CONSENT, FORM 13.16.00 – ACTIVATED.** The Digital Video Recordings for Training Consent, Form 13.16.00, has been activated.
  - A. Use of form.** This form shall be used by Department personnel in order to provide consent for the Department to utilize digital video recordings for training purposes.
  - B. Completion.** The Area/divisional commanding officer (CO) shall review and submit the Digital Video Recordings for Training Consent, Form 13.16.00, to his or her bureau CO, attached to the Request/Approval for Use of Digital Video for Training, Form 13.16.01. These two forms remain attached.
  - C. Distribution.**
    - 1 – Original, Personnel and Training Bureau (PTB).
    - 1 – Copy, Information Technology Group (ITG).
    - 1 – Copy, employee's Area/division of assignment.
    - 3 – TOTAL**

**III. REQUEST/APPROVAL FOR USE OF DIGITAL VIDEO FOR TRAINING, FORM 13.16.01 – ACTIVATED.** The Request/Approval for Use of Digital Video for Training, Form 13.16.01, has been activated.

- A. Use of form.** This form shall be used to request or approve the use of digital video recordings for training purposes.
- B. Completion.** This form is completed by supervisors to request approval to utilize Department digital video recordings for training purposes and shall have all corresponding Digital Video Recordings for Training Consent forms, Form 13.16.00, attached when submitted.
- C. Distribution.** The original form shall be forwarded via the chain of command to ITG and PTB. If the purpose of the digital recording is for training for non-law enforcement personnel or external training purposes, then the original form shall also be forwarded to Office of Constitutional Policing and Policy and returned to PTB.

- 1 – Original, PTB.
- 1 – Copy, ITG.
- 1 – Copy, employee’s Area/division of assignment.
- 3 – TOTAL**

**FORM AVAILABILITY:** The Digital Video Recordings for Training Consent and the Request/Approval for Use of Digital Video for Training forms are attached for immediate use and duplication, and are available in E-Forms on the Department's Local Area Network.

**AMENDMENTS:** This Order adds Section 3/579.17 to the Department Manual and activates the Digital Video Recordings for Training Consent and the Request/Approval for Use of Digital Video for Training.

**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.

  
MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 17, 2018**

**579.17 USE OF BODY WORN VIDEO OR DIGITAL IN-CAR VIDEO SYSTEM FOR LOS ANGELES POLICE DEPARTMENT TRAINING PURPOSES.** *The following procedures must be followed when Department personnel seek to use digital video recordings for training purposes.*

**For Official Use Only.** *As set forth in Department Manual Sections 3/579.13, Digital In-Car Video System (DICVS) Use and Deployment, and 3/579.15, Objectives of Body Worn Video, Body Worn Video (BWV) and DICVS footage may only be used for official Department purposes and any unauthorized use or release of video footage is considered serious misconduct subject to disciplinary action.*

**Video Recordings Released to the Public.** *Video or audio footage previously released to the public by the Department (e.g., video, audio, or other recordings released in a critical incident community briefing pursuant to Department Manual Section 1/420.55, or video introduced as evidence in a civil or criminal hearing) may be used for training or other appropriate purposes and approval pursuant to this manual section is not required.*

**Tactical Debriefs and Extensive Retraining Sessions.** *Nothing shall restrict the use of BWV or DICVS during authorized Tactical Debriefs or Extensive Retraining Sessions following the adjudication of a use of force.*

**Supervisor's Responsibilities.** *If a supervisor identifies a BWV or DICVS recording that he or she desires to use for internal Department training purposes, the supervisor shall obtain written consent from the Department employee(s) that are readily identifiable to the video-viewing audience (e.g., facially, viewable name tag, officers name mentioned audibly), complete a Digital Video Recordings for Training Consent, Form 13.16.00, and attach it with the Request/Approval for Use of Digital Video for Training, Form 13.16.01, which includes the applicable reference number of the video recording. The supervisor shall then submit both forms to the Area/divisional commanding officer (CO) for approval.*

**Area/divisional Commanding Officer's Responsibilities.**

- *The Area/divisional CO must confirm that the particular video recording that is requested to be used for training is not the subject of, or relevant to:*
  - *Any ongoing administrative investigation, pending personnel complaint, administrative appeal, grievance, arbitration, criminal investigation against an officer, civil litigation against the Department, or Board of Rights proceeding; or,*
  - *A pending adjudication regarding a use of force, pursuit, or traffic collision.*

**Note:** *If one of these actions is initiated and pending after approval to use BWV or DICVS footage for Department training purposes, the Department entity that learns of the new circumstance must immediately notify Personnel and Training Bureau (PTB) to determine, in consultation with appropriate Department entities, whether the footage should continue to be used for training purposes.*

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- *The Area/divisional CO shall review and submit the Digital Video Recordings for Training Consent and the Request/Approval for Use of Digital Video for Training to his or her bureau CO.*

***Bureau Commanding Officer's Responsibilities.*** *The bureau CO shall review and submit the Digital Video Recordings for Training Consent and the Request/Approval for Use of Digital Video for Training to the Information Technology Group (ITG) CO.*

***Information Technology Group Commanding Officer's Responsibilities.*** *The ITG CO shall review and submit the Digital Video Recordings for Training Consent and the Request/Approval for Use of Digital Video for Training to the PTB CO.*

***Personnel and Training Bureau Commanding Officer's Responsibilities.*** *The PTB CO shall review and submit both the Digital Video Recordings for Training Consent and the Request/Approval for Use of Digital Video for Training to the Director, Office of Constitutional Policing and Policy (OCP), for approval if the training is to be conducted for persons outside of the Department. Otherwise, the PTB CO shall send the Request/Approval for Use of Digital Video for Training to the respective bureau, with copies to the requesting division and ITG. The PTB CO shall have final authority on approval of the Request/Approval for Use of Digital Video for Training, if the training is to be conducted solely for Department personnel. Personnel and Training Bureau shall maintain all necessary databases and tracking mechanisms for all Request/Approval for Use of Digital Video for Training.*

***Director, Office of Constitutional Policing and Policy, Responsibilities.*** *The Director, OCP, shall have final authority on approval of the Request/Approval for Use of Digital Video for Training when the training is to be conducted for non-law enforcement personnel or training programs sponsored by other jurisdictions. The original request/approval for use of digital video for training shall be returned to PTB for retention.*

***For Los Angeles Police Department Audiences Only:*** *Video recordings approved for training purposes shall only be used for the training of law enforcement and other Department personnel and only if the training video is pertinent to those attending, as determined by the highest-ranking supervisor present. If any members of the public will be present during training, approval must be obtained from the Director, OCP, prior to the use of the video recording.*

*This policy does not affect Department Manual Section 1/420.55, Critical Incident Video Release Policy, regarding video release for critical incidents or the Department's obligations, or waivers of exemptions under the California Public Records Act.*

## DIGITAL VIDEO RECORDINGS FOR TRAINING CONSENT

I hereby authorize the Los Angeles Police Department (Department) to publish and use for training purposes (as specified below), the following Body Worn Video (BWV) or Digital In-Car Video System (DICVS) recordings in which I am readily identifiable:

Date: _____	Time: _____	Video Name: _____	<input type="checkbox"/>	DICVS	<input type="checkbox"/>	BWV
Date: _____	Time: _____	Video Name: _____	<input type="checkbox"/>	DICVS	<input type="checkbox"/>	BWV
Date: _____	Time: _____	Video Name: _____	<input type="checkbox"/>	DICVS	<input type="checkbox"/>	BWV
Date: _____	Time: _____	Video Name: _____	<input type="checkbox"/>	DICVS	<input type="checkbox"/>	BWV
Date: _____	Time: _____	Video Name: _____	<input type="checkbox"/>	DICVS	<input type="checkbox"/>	BWV

I hereby release and hold harmless the Department and its employees from any reasonable expectation of privacy or confidentiality associated with the video(s) specified above. I acknowledge that my consent is necessary only if I am readily identifiable in the video recording and my identity has not otherwise been obscured or anonymized.

I also understand that per Department Manual Section 3/579.17, *Use of Body Worn Video or Digital In-Car Video System for Los Angeles Police Department Training Purposes*, the video recordings will be used as quoted below:

**For LAPD Audiences Only:** Video recordings approved for training purposes shall only be used for the training of Department personnel and only if the training video is pertinent to those attending, as determined by the highest-ranking supervisor present. If any non-Department individuals will be present during training or the training is sponsored by an outside jurisdiction, approval must be obtained from the Director, Office of Constitutional Policing and Policy, prior to the use of the video recording.

**For Official Use Only:** As set forth in Department Manual Sections 3/579.13, *Digital In-Car Video System (DICVS) Use and Deployment*; and 3/579.15, *Objectives of Body Worn Video*, BWV and DICVS footage may only be used for official Department purposes and any unauthorized use or release of video footage is considered serious misconduct subject to disciplinary action.

**Authorization:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor Obtaining Consent:**

Printed Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Serial Number of Supervisor: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUEST/APPROVAL FOR USE OF DIGITAL VIDEO FOR TRAINING

<b>INITIATED BY (Name, Serial No., Bureau or Division):</b>		<b>DATE:</b>
<b>VIDEO FILE NAME (Brief description of the video):</b>		
<input type="checkbox"/> DICVS: <input type="checkbox"/> BWV:		
<b>PURPOSE OF VIDEO:</b>		
<input type="checkbox"/> INTERNAL USE: <input type="checkbox"/> EXTERNAL USE:		
<b>ATTN:</b>	<b>REVIEWED BY:</b>	<b>APPROVED BY:</b>
	Area/Divisional Commanding Officer:	<input type="checkbox"/> APPROVED: <input type="checkbox"/> DENIED:
	Bureau Commanding Officer:	<input type="checkbox"/> APPROVED: <input type="checkbox"/> DENIED:
	Information Technology Group Commanding Officer:	<input type="checkbox"/> APPROVED: <input type="checkbox"/> DENIED:
	Personnel and Training Bureau Commanding Officer:	<input type="checkbox"/> APPROVED: <input type="checkbox"/> DENIED:
	Office of Constitutional Policing and Policy Director (if training involves non-Law enforcement personnel or is sponsored by an outside jurisdiction):	<input type="checkbox"/> APPROVED: <input type="checkbox"/> DENIED:
<b>DIGITAL VIDEO RECORDINGS FOR TRAINING CONSENT ATTACHED</b>		<input type="checkbox"/>
<b>COMMENTS:</b>		