

OFFICE OF THE CHIEF OF POLICE

NOTICE 13.5

December 11, 2019

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: UPLOADING OF AUDIO FILES TO THE COMPLAINT MANAGEMENT SYSTEM

This Notice establishes the protocols and requirements for uploading audio files into the Complaint Management System (CMS). Effective immediately, audio files associated with a complaint investigation shall be uploaded into the CMS. The intake or investigating supervisor who procured or created the audio file shall be responsible for ensuring the audio file is uploaded into the CMS. All original recordings shall be retained until the Complaint Coordinator reviews the complaint in the CMS and verifies that all recordings are uploaded and functioning properly.

Booking Audio Files at Technical Investigation Division (TID) is no longer necessary when the CMS is available and the audio files have been uploaded properly and functionality has been verified to ensure reviewability. However, the upload must be inputted in an MP3 format (48KBps) to meet size and functionality limitations. In the event that the recording cannot be uploaded due to size or formatting issues, the existing procedures for transferring the audio files to a compact disc (CD) and booking the CD at TID will be utilized. Procedures for preserving video and photographs remain unchanged. Photographs shall continue to be uploaded into the CMS as Addendum.

Investigating Supervisor's Responsibilities. Upon obtaining or receiving an audio file, the investigating or intake supervisor shall ensure the audio file is uploaded into the CMS as soon as practicable. Once uploaded, the file shall be checked to ensure the audio file is obtainable and functioning properly. If the recording is on a format other than digital, supervisors shall contact TID to determine if they can convert the recording to a digital format. If TID can convert the file, the supervisor shall upload the file as soon as practicable. Guidance on the uploading process is available from Information Technology Group.

Note: Supervisors may upload, as attachments, any other pertinent documents into the CMS which are relevant to the investigation (i.e., Investigative Action Statement Form, Form 03.11.20, Computer Aided Dispatch Summary Reports, Professional Standards Bureau Complainant Witness Interview Form). Doing so allows for a central storage of information and ease of access for the ongoing investigation. All original audio recordings shall be retained by the supervisor until the Complaint Coordinator has reviewed the complaint in the CMS and verified all recordings were uploaded and functioning properly. If the original audio recording cannot be converted to MP3 or uploaded into the CMS, the investigating supervisor receiving the recording shall ensure that it is placed on a CD and booked at TID. The supervisor shall also document the TID number in either the Complaint Intake Summary or the Complaint and Investigation Report, Form 02.80.00.

Watch Commander's Responsibilities. When reviewing the CMS and related investigation materials, watch commanders shall verify that, if available:

- Audio files have been uploaded to the CMS; and,
- Uploaded files are properly functioning to ensure reviewability.

Complaint Coordinator's Responsibilities. Prior to submitting a complaint investigation for final review, the complaint coordinator shall ensure that all audio files associated with the investigation are:

- Uploaded to the CMS; and,
- Uploaded files are properly functioning to ensure reviewability.

Should you have questions regarding this Notice, please contact the Support Section, Internal Affairs Group, at (213) 996-2761.



MICHEL R. MOORE
Chief of Police

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