

OFFICE OF THE CHIEF OF POLICE

NOTICE

April 26, 2019

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TO: All Sworn Personnel

FROM: Chief of Police

SUBJECT: USER GUIDE FOR PRODUCING DIGITAL VIDEO EVIDENCE FOR TRAFFIC COURT – ESTABLISHED

PURPOSE: The Department takes pride in being a nationwide leader in constitutional policing. As part of that effort, the Department strives to ensure officer-generated video evidence is produced to aid in the prosecution of offenses. This Notice establishes procedures to ensure that all relevant Digital In-Car Video System (DICVS) and Body Worn Video (BWV) video evidence is made available to traffic violators and traffic court judges. A detailed user guide for producing digital evidence for traffic court is attached for reference. This Notice supersedes the Office of Operations Notice, *Interim BWV/DICVS Video Evidence Procedures for Traffic Court*, dated June 26, 2018.

Note: This Notice applies to video evidence for traffic court only. Current procedures for video evidence related to criminal cases remain the same.

PROCEDURE:

I. SUBPOENA CONTROL OFFICER'S RESPONSIBILITIES. Subpoena Control Officers (SCOs) shall be responsible for generating the production of DICVS and BWV footage. Upon receipt of a subpoena for a traffic violation, the SCO shall:

- Log the subpoena into the Electronic Subpoena System (eSubpoena);
- Follow the User Guide for Producing Digital Video Evidence for Traffic Court "User Guide" [located on the Department's Local Area Network (LAN) > Reference Library > Guides] to create an Evidence.com Case Folder with all DICVS and BWV evidence of the traffic stop; and, share the case folder, using the procedures in the User Guide, with the citing officer.

Note: Subpoena Control Officers may select the option to have the DICVS produced on Digital Versatile Disc (DVD) when the circumstance of the evidence request is best suited for that delivery format. In those instances, the SCO shall be guided by Special Order No. 7, *Procedures for Obtaining Recorded Video Files From the Digital In-Car Video System For the Purposes of Court Hearings...Activated*, dated April 20, 2010.

II. CITING OFFICER'S RESPONSIBILITIES. Upon service of a traffic court subpoena, citing officers shall:

- Locate an email from the Subpoena Control Officer (SCO) with the corresponding incident case folder file;
- If unable to locate an email with the download link, notify the SCO and/or a supervisor;
- Immediately review the video to ensure the content contains the correct violation and ensure that no sensitive material was captured;

Note: For purposes of this Notice, sensitive material includes documentation of other violators (e.g., an officer forgot to turn off a camera in between separate enforcement activities) or actions that are not related to the violation that would tend to reflect poorly on the Department or private information (e.g., prior to observing a violation or beginning an enforcement activity, an officer is overheard talking about personal matters).

- Notify a supervisor for guidance on redaction consistent with existing procedures in the event sensitive material is on the video;
- Ensure the "ISO" is burned to a DVD (follow procedures in the User Guide, when necessary) no later than the employee's last regular work day prior to the trial date. If circumstances preclude an officer from downloading the video evidence prior to the trial date, the officer shall immediately notify a supervisor for guidance;
- Ensure that the applicable video evidence is brought with the officer to traffic court, in the event the violator or court requests to view the hard copy. Officers may also use the Evidence.com function from their Department smartphones to present evidence when requested to do so; and,

Note: If technical difficulties have prevented the production or review of BWV evidence that was burned to a DVD, officers shall attempt to review their BWV footage with the violator and traffic court commissioner on their mobile handheld device (i.e., smartphone). Officers shall make a request for a new trial date if reviewing the footage on the mobile device is unsatisfactory to any party.

- Ensure that DVDs containing video evidence are properly accounted for, including ensuring their destruction when no longer relevant.

Note: Officers are reminded that they shall only view videos on-duty and for official law enforcement purposes. Consistent with existing policy, and with supervisory approval, video review necessary to prepare for testimony in criminal or administrative matters is deemed on duty. The Evidence.com viewing platform logs every video viewed, along with the date, time, and device used for access. These audit control logs are subject to periodic inspection and inappropriately reviewing or sharing video evidence may be considered serious misconduct.

III. SUPERVISOR'S RESPONSIBILITIES. Supervisors shall ensure that officers comply with the responsibilities identified in this Notice and User Guide.

IV. COMMANDING OFFICER'S RESPONSIBILITIES. Commanding officers shall:

- Have monitoring responsibility for this Notice;
- Approve requests to redact any portion of video evidence; and,
- Notify Information Technology Group (ITG) of any changes to their list of designated employees authorized to download BWV evidence.

V. DIGITAL IN-CAR VIDEO EVIDENCE DOWNLOAD PROCEDURES GUIDELINES. Effective immediately, employees with the ability to request a DICVS video export have been granted the ability to directly download DICVS video to their local workstation. This function is only authorized for producing video evidence for traffic court and at the discretion of the employee's commanding officer.

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



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "A"

USER GUIDE FOR PRODUCING DIGITAL VIDEO EVIDENCE FOR TRAFFIC COURT

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LOCATING INCIDENT NUMBER IN THE AFDR/INCIDENT TRACKING SYSTEM

1. Log in to the AFDR/Incident Tracking System using the link on the right sidebar of the LAN homepage.

2. Click the “CAD Summary” link in the left sidebar (green arrow).
3. Select the date of citation, division of assignment, and the citing officer’s serial number (red arrow). Select search.
4. Click the Serial No. link for the day of the citation (purple arrow).

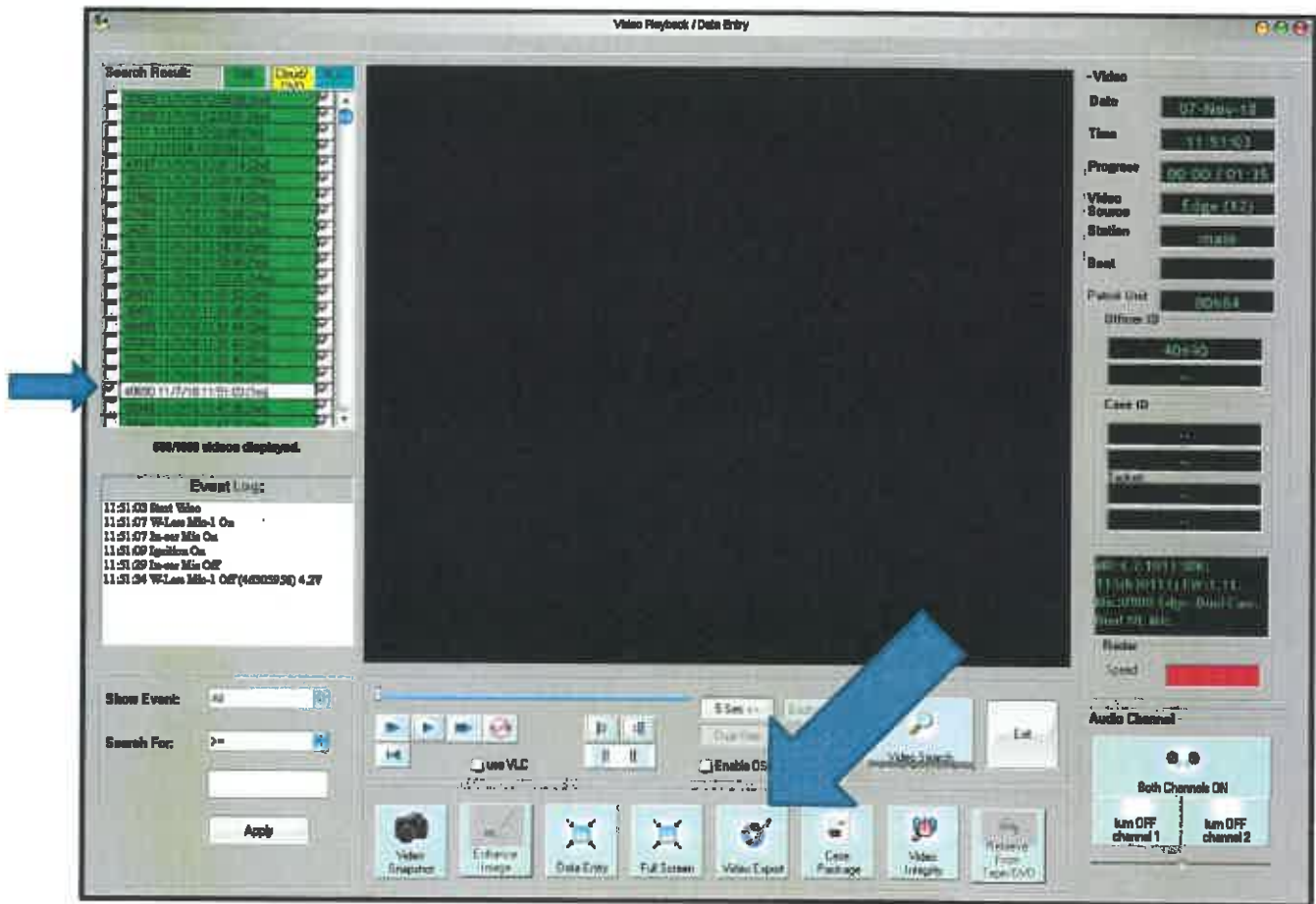
Time of Day	INC#	OBS Time	Radio Time	Route Time	SBC	Location	Type	SUPRS Score	DICV /BWV	Dispo	Comments
10:58							SOW				Stat PD/1023-W4 SW Loc: WVAL STA ON:PD/1022-W4 CHGD SHOP AND EQUIP
11:14 - 16:41	02076	203	0	0		SATICOY ST&CORBIN AV RD:1011	006-CODE 6	N		OCCSN	ABANDONED C37 VEH LIC 4UJH286 RECOVERED ABANDONED C37 VEH.
14:36 - 15:38	02956	0	62	0		CVS PHARMACY / 18247 SHERMAN WY RD:1015	415M-MAN	N		RPTSN RPT1	TOKK TRESPASS RPT FOR VICT. CHKD AREA FOR SUSP W/NEG RES. AD/ISED VICT TO C/B IF SUSP RETURNED TO STORE. LEFT BIZ CARD.
15:44 - 15:56	02257	13	0	0		VICTORY/YOLANDA 4ZNE965	006-CODE 6	N		WRNEN	WRND FOR IMPEDEING TRAFFIC. 2 W/WC-DRIVER HAD PERMIT.
16:03 - 16:42	03337	20	0	0		SHERMAN WYS/WHITE OAK AV RD:1027	006-CODE 6	N		OCCSN	C6 W/10Q102. ASSISTED AT SCENE.
16:22 - 16:40	03428					SHERMAN WAT	STOP				12500A VC. WARNED FOR UNSAFE SPEED. CIT# D361084 RELEASED TO CAR DEALER WHO HAD NOT VERIFIED WHETHER

5. Find the last four (4) digits of the incident number for the entry containing the traffic citation.

Note: Officers are required to add the citation number within the comments section of their incident disposition within the Computer Aided Dispatch Summary. In the event the citation number is missing from the comments and the Subpoena Control Officer (SCO) cannot identify the correct incident number based on the time of the incident, the SCO shall e-mail the concerned officer with a request to provide the event incident number.

DOWNLOADING DICVS VIDEO EVIDENCE

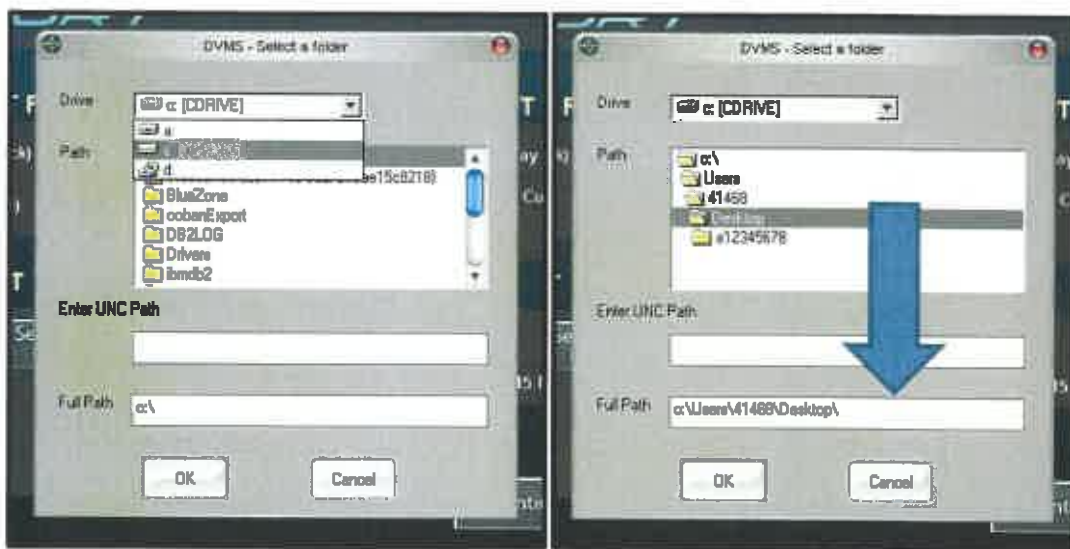
1. Open the Coban Client and search for the corresponding video of enforcement activity. Subpoena Control Officers shall correlate the date and time of the incident with the timestamps of the Coban video. In the event of multiple similarly-timed events creating uncertainty as to the correct video, SCOs shall watch enough of the video to confirm it is applicable to the subpoena (e.g., watching to see a beige Toyota Camry stopped and confirming that was a descriptor of the vehicle cited on the ticket).



2. Select the applicable video with a checkbox to the left of the event description.
3. Click the “Video Export” button at the bottom to prompt the following dialog box.

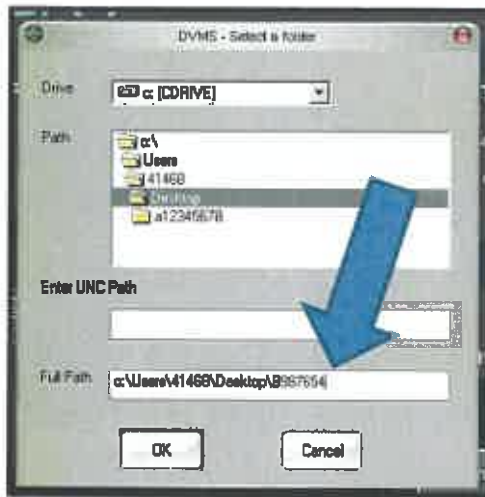


1. Under Step 1, Select “Data format (MPG file for PC playback).”
2. Under Step 2, choose “Folder (Data format only).”
3. Click “Select Export Directory.”



- a. In the dialog box that pops up, choose the “C:” drive. Choose the complete path to the user’s desktop [“Users” folder, then “(Serial No. of Officer),” then “Desktop”].

- b. In the bottom box labeled “Full Path,” add the citation number to the end of the field. For example, when working on Citation # B987654, append “B987654” to the Full Path as seen below: Select “OK” to close the dialog box.

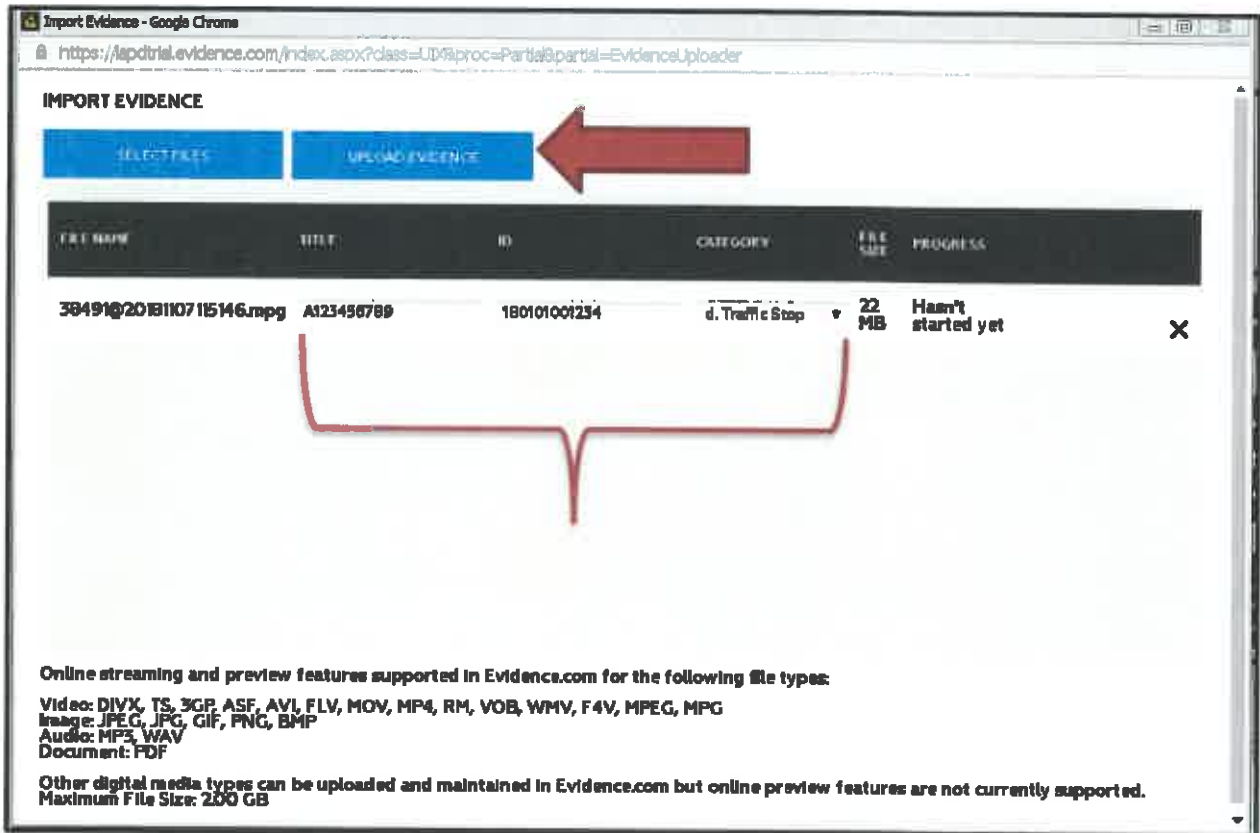


4. Uncheck both checkboxes under “Step 3: Select Metadata to Include.”
5. Click the “Continue” button to complete the saving of the DICVS video.

IMPORTING DICVS VIDEO EVIDENCE TO EVIDENCE.COM



1. Login to Evidence.com, and click the “EVIDENCE” heading at the top of the page. Select the “IMPORT EVIDENCE” link from the sub-menu.
2. Click the “SELECT FILES” button to choose the downloaded DICVS file (which should be on the Desktop, in a folder with the name of the citation number).



3. In the “TITLE” box, type the citation number (e.g., A123456789); insert the incident number in the “ID” field; and choose the most applicable option in the “CATEGORY” box.
4. Click the “UPLOAD EVIDENCE” button after all the descriptor fields are filled out.
5. After the DICVS file is uploaded, delete it from the local workstation’s desktop.

CREATE A CASE FOLDER



1. Log in to Evidence.com, and click the “CASES” heading at the top of the page. Select the “CREATE CASE” link from the sub-menu.

A screenshot of the 'CREATE CASE' form on the Evidence.com website. The form is titled 'CREATE CASE' and has a yellow underline. It contains the following fields and text:

- ID**
Input Case ID Number To Add Matching Evidence To This Case.
A12345678
- Description**
Officer Smith #12345
Inc: #180101001234
- SUBMIT** (button)

2. Insert the citation number into the “Case ID Number” field. The “Description” shall include the citing officer’s name and serial number along with the incident number.
3. Click “SUBMIT” to create the case.

ADDING EVIDENCE TO AN EXISTING CASE FOLDER

ALL CASES **MY CASES** SHARED CASES CREATE CASE

ID: CATEGORY: Any STATUS: All OWNER: HACKMAN, MICHAEL (11468) TAG:

FLAGGED: Any DATE: Create Date FROM: TO:

SEARCH

CREATE CATEGORY UPDATE EVIDENCE SHARE ADD MEMBERS REMOVE FOLDERS

1 Case Found | PAGE LAYOUT: Table

ID	CATEGORY	STATUS	CREATE DATE	LAST UPDATE DATE	OWNER	ACTIONS
A12345678	None	Active	08 Nov 2018 - 16:33:53	07 Nov 2018 - 14:37:58	HACKMAN, MICHAEL	

1. From the Cases page, click the “MY CASES” link, and then click on the Case ID (citation number) to open the Case that is to have evidence added.

ALL CASES **MY CASES** SHARED CASES CREATE CASE

ADD EVIDENCE SHARE ENTIRE CASE VIEW MEMBERS VIEW MAIL VIEW AGENT TRAIL

A12345678 CASE DETAILS

All Evidence Created: 05 Nov 2018 16:33:53 - 08:00
Status: Active

ADD FOLDER DESCRIPTION

DELETE FOLDER Officer Smith #12345 Inc #180101001234

CATEGORIES

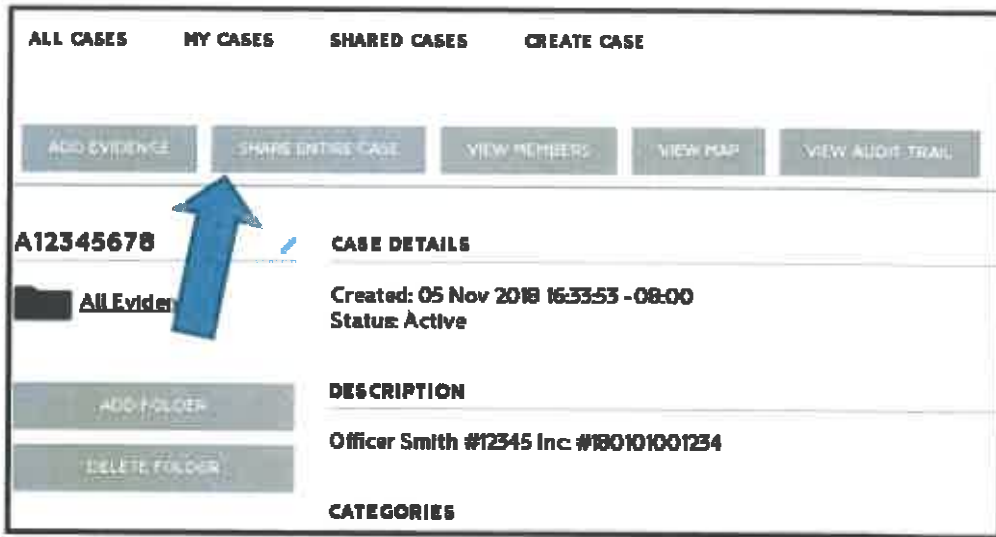
2. Click the “ADD EVIDENCE” button.

The screenshot shows the Evidence.com search interface. At the top, there are navigation tabs: ALL EVIDENCE, MY EVIDENCE, SHARED EVIDENCE, EVIDENCE MAP, and REPORT EVIDENCE. Below these are search filters for ID, TITLE, USER OR GROUP (set to 41488 HACKMAN, MICHAEL), DATE (11/5/2018 1 and 11/8/2018 1), CATEGORY, and TAG. A green arrow points to the 'ADD TO CASE' button, and a blue arrow points to the 'USER OR GROUP' dropdown. Below the filters, there are buttons for 'RETURN TO CASE', 'VIEW TYPE' (GALLERY and TABLE), 'SORT BY' (Recorded On), and 'SORT ORDER'. A table of results is shown below, with a red arrow pointing to the selection checkboxes. The table has columns for TITLE, OWNER, UPLOADED BY, UPLOADED ON, RECORDED ON, CATEGORY, and STATUS.

	TITLE	OWNER	UPLOADED BY	UPLOADED ON	RECORDED ON	CATEGORY	STATUS
<input checked="" type="checkbox"/>	DTest 1234	HACKMAN, MICHAEL (M)	HACKMAN, MICHAEL	Nov 7, 2018 12:46 PM	Nov 7, 2018 12:46 PM	In 26s	A. Equip Test Video Active
<input checked="" type="checkbox"/>	None	HACKMAN, MICHAEL (M)	HACKMAN, MICHAEL	Nov 5, 2018 4:34 PM	Nov 5, 2018 4:34 PM	44s	A. Equip Test Video Active

3. Using the “ID,” “TITLE,” “USER,” and “DATE” selection options, find the videos to add to the Case. For DICVS evidence that has been uploaded to Evidence.com, the “USER” field will be the serial number of the officer who uploaded the video to Evidence.com.
4. Select the videos to add to the case with the checkbox to the left of the list (red arrow).
5. After selecting the video(s) to add, click the “ADD TO CASE” button (green arrow).
6. Repeat above steps as necessary for any additional officers with BWV evidence for the incident.

GENERATING A DOWNLOAD LINK FOR ALL EVIDENCE IN A CASE



1. From the Case folder, click the “SHARE ENTIRE CASE” button.



2. In the dialog box that opens, choose “SEND DOWNLOAD LINK” and click next.

Send Download Link
Send an email with a download link for the evidence included in this case.

HACKMAN, MICHAEL. Badge ID: 41468. Email: 41468@lapd.online. Agency: LAPD X

Enter last name, first name, badge ID, or email address of user to share with

Shared Duration 45 days

OPTIONAL MESSAGE TO RECIPIENT(S)

Citation Number #A1234567
Chatsworth Court
January 1, 2019

Include Audit Trails

SELECT PACKAGE TYPE

ZIP

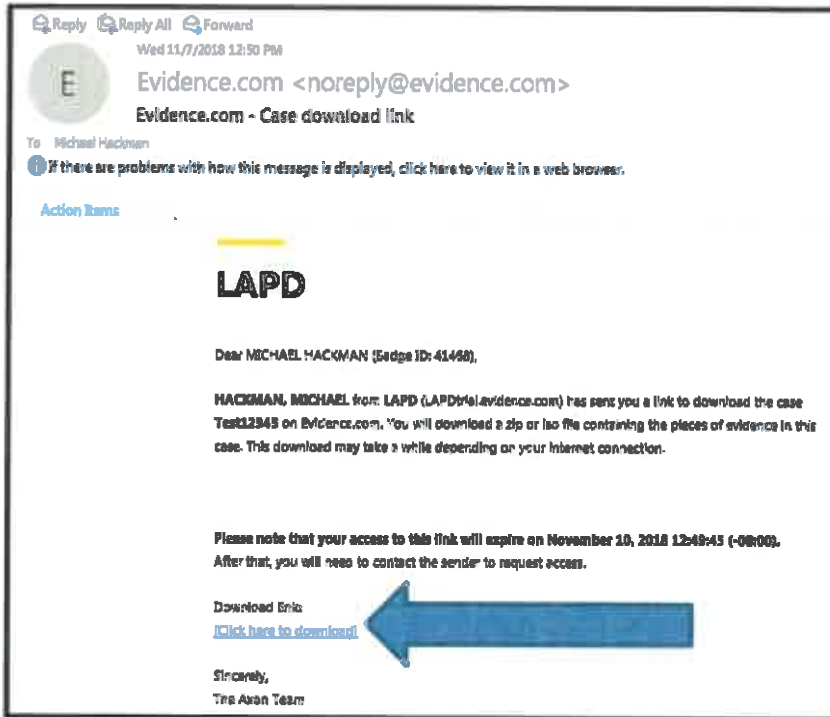
ISO

CASE EVIDENCE

CANCEL SHARE

3. Enter the **Department** email address of the citing officer in the first box (blue arrow).
4. Ensure the “Shared Duration” days is at least as many as the days until the court date.
5. In the “Optional Message” section, add (a) the citation number, (b) the location of the court, and (c) the date of the court date.
6. Under the “Select Package Type,” select “ISO.” **FOR CONSISTENCY IN DISC GENERATION, “ISO” MUST BE SELECTED.**
7. Click “SHARE” at the bottom.

BURNING THE DOWNLOADED FILE TO A DISC



1. Open the email received from Evidence.com with the download link to the case package, and click the download link provided.



2. The file should begin to automatically download to the "Downloads" folder on the local workstation.



3. In the “Downloads” folder of the local workstation, select the ISO image file and click “Burn” in the toolbar on the top.
4. When prompted, insert a blank DVD into the disc drive and follow the prompts to complete the disc burn.
5. Delete the downloaded file after burning it to a disc.