

OFFICE OF OPERATIONS

June 26, 2018

NOTICE

1.11

TO: All Department Personnel

FROM: Director, Office of Operations

SUBJECT: INTERIM BWV/DICVS VIDEO EVIDENCE PROCEDURES FOR TRAFFIC COURT

The Department has recently become aware of an increasing number of traffic court violators receiving dismissals because the officer appearing in traffic court did not have the ability to present his or her Digital In-Car Video System (DICVS) or Body Worn Video (BWV) to the violator or traffic commissioner.

To ensure successful prosecution of traffic offenses, the following interim procedures shall immediately be followed for all officers with traffic subpoenas:

For Violations Captured by DICVS:

1. Officers shall locate and identify the relevant DICVS recording within the Coban Client. Officers shall review the video to ensure the content contains the correct violation and no sensitive material was captured.

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).

In the event sensitive material is on the video, notify a supervisor for guidance on redaction consistent with existing procedures.

2. Once video has been identified, the officer shall provide the exact date and time to a supervisor, and request that the supervisor initiate a request for the video to be burned to DVD by using the "Export Video" option. The officer shall request the supervisor to select the following export options:
 - a. Under Step 1 -- DVD Format (Playable on DVD player); and,
 - b. Under Step 5 -- The first line of the label shall read "Traffic Court Evidence." The second line shall state "Citation #: A1234567", with the applicable citation number. The third line shall state the date of offense, in the following format "June 12, 2018."
3. Officers shall ensure sufficient time (1-3 days) for the property courier to deliver the disc to their Area or division. Officers are responsible for responding to Property Division for expedited requests.

4. Officers shall further ensure that the applicable video evidence is brought with them to traffic court, in the event the violator requests to view the hard copy.
5. Officers shall abide by the control mechanisms (e.g., Digital In-Car Evidence Control Log) and disposition requirements set forth in Special Order No. 7, *Procedures for Obtaining Recorded Video Files From the Digital In-Car Video System For the Purposes of Court Hearings...*, dated April 20, 2010.

For BWV Evidence:

Effective immediately, officers will have access to view their Evidence.com video using the EvidenceWeb link on their handheld device when connected to the cellular network (WiFi must be off). Officers shall review their BWV video with the violator and traffic court commissioner on their mobile handheld device (i.e. smartphone) when requested.

Note: Officers are reminded that they shall only view videos on-duty and for official law-enforcement purposes. 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.

Supervisor's Responsibilities

Supervisors are responsible for ensuring officers comply with their above responsibilities. Additionally, supervisors shall ensure that officers are familiar with this directive and that officers are aware of the time required to generate DICVS video discs (approximately 1-3 days).

Supervisors shall ensure that any officer with a traffic court date has requested the applicable DICVS video footage with sufficient time for the request to be processed. When necessary, supervisors shall follow the guidance in Special Order No. 7, *Procedures for Obtaining Recorded Video Files From the Digital In-Car Video System For the Purposes of Court Hearings...*, dated April 20, 2010, relative to expediting the request.

A forthcoming Department-wide directive will institute a standardized process for all new traffic subpoenas as well as effect a mechanism to provide physical copies of BWV footage to traffic violators and the courts.

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, First Assistant Chief
Director, Office of Operations

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