

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 2

May 4, 2012

**SUBJECT: DEPLOYMENT OF DIGITAL VOICE RECORDERS BY  
AREA/DIVISION SUPERVISORY PERSONNEL FOR USE OF FORCE  
AND PERSONNEL INVESTIGATIONS**

**EFFECTIVE: IMMEDIATELY**

The Office of Operations recently acquired 250 digital voice recorders from the Los Angeles Police Foundation, to be utilized by Area/division supervisory personnel for use of force and personnel investigations. The distribution of the digital voice recorders is in accordance with the number of patrol, detective, and vice supervisors in each Area/division.

**Note:** The Electronics Unit, Scientific Investigation Division (SID), no longer provides or maintains analog tapes or mini-cassette tape recorders. In accordance with Administrative and Technical Services Bureau Notice, *Acceptable Audio Format Types*, dated June 26, 2008, SID will accept digital audio files to be archived in WMA (Windows Media Audio), MP3 (Moving Picture Experts Group Layer-3), WAV (Waveform Audio File Format) and PCM (Pulse Code Modulations) formats.

Upon receipt of the digital voice recorders, Areas/divisions shall apply a Kitroom Inventory Tracking System (KITS) control barcode to each digital voice recorder and enter the device into the Area/division equipment inventory.

The digital voice recorders shall be utilized in the following manner:

- \* Tracked daily via the KITS;
- \* Restricted to supervisory personnel, for use of force and personnel investigations **only**; and,
- \* Checked-in/out and maintained in the kitroom.

**Note:** All Areas/divisions are responsible for the care of the digital voice recorders. There will be no additional funds provided for the maintenance and replacement of the digital voice recorders.

**Supervisory personnel shall:**

- \* Prior to utilizing the digital voice recorder, determine if there are any residual audio files left from previous investigations;

**Note:** Supervisors shall not use a digital voice recorder containing residual audio files. If a supervisor discovers residual audio files, he/she shall immediately determine, via the kitroom officer, the last investigating supervisor that checked-out the digital voice recorder and immediately hand-deliver the digital voice recorder to the Watch Commander (WC) for return to the investigating supervisor.

- \* Ensure that as the investigating supervisor, all investigative recordings are removed from the digital voice recorder and transferred to a removable storage media device [i.e., compact disc (CD) or digital versatile disc (DVD)] prior to returning the digital voice recorder to the kitroom and **only** after determining the transfer of the audio files to the removable storage media was successful; and,
- \* Archive all investigative recordings with the Electronics Unit, SID, via the Area/divisional Recording Media Coordinator, in accordance with Department Manual Section 3/569.20, *Recording Media Coordinator* and with Special Order No. 34, *Recording Tape Coordinator and Electronics Section, Scientific Investigation Division Responsibility - Revised; Retrieval and Booking of Video Evidence - Established; Recording Tape Inventory, Form 12.40.00 - Revised and Renamed; and Sound Recording Tape Issue/Receipt, Form 12.48.00 - Revised and Renamed*, dated December 6, 2010.

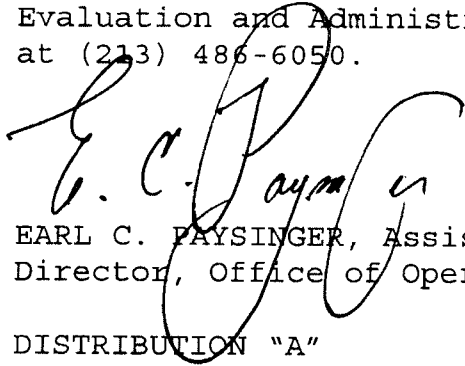
**Kitroom Personnel shall:**

- \* Not accept a digital voice recorder from a supervisor for check-in until it has been determined there are no residual audio files on the digital voice recorder; and,
- \* When they become aware that a digital voice recorder contains residual audio files, determine the last investigating supervisor that checked-out the digital voice recorder and immediately hand-deliver the digital voice recorder to the WC for return to the investigating supervisor.

May 4, 2012

**Note:** Kitroom personnel shall assign the digital voice recorder to the WC and enter the WC's first and last name into the KITS.

Any questions regarding this Notice should be directed to the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

A large, stylized handwritten signature in black ink, appearing to read "E. C. Paysinger". The signature is written over the typed name and extends upwards and to the left.

EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

DISTRIBUTION "A"