

OFFICE OF OPERATIONS

NOTICE
1.11

March 15, 2018

TO: All Office of Operations Personnel

FROM: Assistant to the Director, Office of Operations

SUBJECT: STANDARDIZED VIDEO INSPECTION PROCEDURES

The Department is establishing standardized procedures for the inspection of video recordings produced by the Digital In-Car Video System (DICVS) and Body Worn Video (BWV). The procedures will be updated in a forthcoming Special Order. This directive shall provide the interim inspection procedures which supersede any bureau, Area, or divisional orders on DICVS and BWV inspection protocol.

Paragraph XIV of Special Order No. 12, *Body Worn Video Procedures - Established*, dated April 28, 2015, already directs officers to inspect and test their BWV equipment at the start of a field assignment. The BWV inspection and testing procedure by officers are not changed by this Notice.

Currently, bureau orders require officers to also inspect and test DICVS equipment. As this Notice now supersedes those prior orders, the following DICVS Inspection and Testing procedure shall be implemented effective immediately:

INSPECTION AND TESTING OF EQUIPMENT. The DICVS equipment is the responsibility of the assigned officer and will be used with reasonable care to ensure proper functioning and reliability. Prior to deploying a vehicle equipped with DICVS, officers shall:

- Perform a visual inspection of the DICVS for missing or damaged parts at the beginning and end of each shift ensuring that the cameras are unobstructed and cradle ports/antennas are not damaged or removed;
- Synchronize each wireless transmitter to the vehicle's DICVS;
- Ensure that the wireless transmitter is mounted facing forward, from the waist up (including on the belt), and on the outermost garment of an officer's uniform in order to capture the best possible audio quality;
- Perform an operational check at start of watch by logging into the system, creating a test video for both the front camera and rear (backseat) camera, and ensuring that each wireless transmitter is activated by the system and operating properly;
- At start of watch, document the results of the visual inspection and operational check of the DICVS as the first entry on the daily log or Computer Aided Dispatch (CAD) Summary Report via the Status Change – Start of Watch function (i.e., "Checked DICVS/System OK");
- At end of watch, upload all DICVS recordings by selecting the "upload and shutdown" function with the vehicle running. Once selected, turn off the vehicle; and,
- Document that an upload of video was initiated at end of watch, as the last entry on the daily log or CAD Summary Report via the Status Change – End of Watch function (i.e., "Checked DICVS/Video Upload Initiated").

INSPECTION SCOPE, POPULATION, AND SAMPLE SELECTION. Bureau Inspection units shall:


- Inspect all Areas and traffic divisions once per Deployment Period (DP). The inspection shall cover a randomly selected one-week period during the DP;
- Obtain each CAD Summary Report for every deployed unit required to use video and across all watches for the selected week (e.g., Week A, B, C, or D);
- Review and highlight each log entry that would require the activation of BWV and/or DICVS. Bureau Inspection units shall consecutively number each highlighted entry for the entire week;
- Determine the relevant sample size and randomly selected video numbers to review;

Note: The Department-standard “one-tail test” formula shall be used to generate the required number of videos to review. In doing so, the following standard parameters shall be used: a 95% confidence level; a Standardized Normal Distribution coefficient of 1.645; a Proportion of Success rate of 94%; and, an acceptable error rate not to exceed 5%. The selected video numbers shall be determined using an approved random-number generator (e.g., www.randomizer.org).

- View the videos whose incident numbers were sample selected (both BWV and DICVS) and ensure compliance with only the following objectives:
 1. Daily Logs – If officer is assigned to an Area or division equipped with DICVS or BWV video, DICVS and/or BWV condition documented on the daily logs;
 2. Activation of DICVS / BWV as required;
 3. Video completeness (See Department Manual, Section 3/579.13 *Required Activation of the DICVS and Deactivation of the DICVS*; see also Department Manual, Section 3/579.15 *When Activation of BWV Equipment is Required and Recording of the Entire Contact*);
 4. Seatbelt usage for arrestees (seatbelt required, see Department Manual, Section 4/217.50, *Transportation of Arrestees*) and, if observed, any discovered non-use by officers; and,
 5. BWV inspections or DICVS inspections
Identifying (“tagging”) of recordings Synchronization of Wireless Transmitters
- If any anomalies are discovered, the incident shall be referred to the bureau for investigation.

Bureaus shall generate a request to the applicable Area for investigation and appropriate corrective action. Areas shall report the results of the investigation and any action taken to the bureau.

Should you have questions regarding this matter, 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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