

OPERATIONS-SOUTH BUREAU

ORDER NO. 1

January 29, 2012

TO: All Concerned Personnel, Operations-South Bureau

FROM: Commanding Officer, Operations-South Bureau

SUBJECT: **DEPLOYMENT AND USE OF THE DIGITAL IN CAR VIDEO SYSTEM (DICVS)**

EFFECTIVE: **IMMEDIATELY**

PURPOSE

The purpose of this Order is to establish the bureau protocol for the Coban Digital In-Car Video System (DICVS) inside police vehicles. This protocol is a pilot program and may or may not be incorporated into Department -wide protocol. DICVS will play a significant role in increasing officer safety as well as facilitate more thorough reporting, foster a positive relationship with the community, resolving biased policing complaints, conducting more accurate personnel complaint investigations, and finally, providing evidence for criminal prosecutions.

The Digital In-Car Video System is being deployed in order to provide Department employees with a tool to help them be more effective and not to monitor private conversations between Department employees.

The DICVS is not meant to be used as a negative critical response to officer tactics, but as a means of educating an officer to better respond to tactical situations.

The necessity for written comments pertaining to tactics, both to affirm and/or adjust, shall be evaluated on a case by case basis and may be used as means to educate officers to better respond to tactical situations. Adjusting comment cards will only be written in extreme situations.

BACKGROUND

As of August 11, 2010, all Areas within Operations-South Bureau (OSB) have implemented DICVS as part of its progressive policing efforts. It is important that each employee becomes familiar with the DICVS. It will be the responsibility of every supervisor to ensure that their subordinates effectively utilize the DICVS.

PROCEDURES

Special Order No. 45, 2009 introduced the Department's Digital In-Car Video System and outlined the requirements for its activation. The system continues to provide critical feedback to Department employees on how we perform our jobs. This feedback will improve our tactics,

investigative techniques and continue to improve the manner in which we care for our community.

Digital In-Car Video System footage has documented critical interactions between officers and citizens. It has been strategically used by many officers to document witness, suspect, and victim statements, use of force incidents and other daily activities. This video system has been especially important to the investigation of personnel complaints. The DICVS has disproved allegations of racially biased policing, discourtesy and other accusations that could have otherwise reflected negatively on an officer's TEAMS II Report. DICVS data has also been vital evidence following officer involved shootings by documenting officer's commands, suspect actions and the critical time frame that these incidents occur. These efforts are designed to convey your viewpoint; therefore, the system should be used strategically and be embraced.

DICV shall be activated on all pedestrian stops. However, at no time shall officers jeopardize their tactics to capture a DICVS recording. Always think officer safety first in every situation. In the event officer safety precludes an officer from immediately activating the DICV, it shall be activated as soon as tactically sound. The spirit of this order is that the DICVS recording shall be activated to capture as much of a contact as possible. Just as training and tactics serve as the first line of defense in the field, DICVS activation is an additional tool which works to your advantage. Any deviations will require the articulation of specific facts that prevented the officer from activating the DICV, and should be documented on their DFAR.

While Special Order No. 45, 2009 includes the exception "Exigent circumstances may preclude officers from activating the DICVS," it also clearly states that "each exception will be evaluated on a case-by-case basis." This means that the reason for overriding a Department directive to activate the system must be based on significant justification.

Our success as a Department is based on community support which is developed through trust. It is of paramount importance that the LAPD demonstrates transparency to the community to build that trust. The DICVS provides one of the mechanisms via which this is accomplished.

I. OFFICERS RESPONSIBILITIES:

Officers assigned to field duties, driving Department vehicles, equipped with DICVS shall:

- Be fully trained on the DICVS, or be assigned to NON field duties until fully trained. (This order precludes officers loaned to an Area for a single shift from being held to the same standards as officers assigned to an Area. i.e. Holiday Party, Area Picnic.)
- Inspect the DICVS equipment at the beginning and end of each shift.
- Log on to the system and ensure it is operating properly.
- Activate each microphone separately before starting their shift and verify the condition of the microphone.

- Document the condition of the DICVS on the first line of their Daily Field Activities Report (DFAR) and document that the DICVS video recordings were uploaded at the end of watch on the last line of the DFAR.
- Complete LAPD Form 11.03.00, Motor Vehicle Trouble Ticket (B/O Slip) for each malfunction associated with the DICVS.
- Document each malfunction on a rolling DICVS Damage Log and immediately notify a supervisor of the condition of the equipment.
- Notify the Kit Room Officer of the status of any vehicle(s) not ready for field deployment.
- Once the DICVS is activated, the front camera shall remain activated until the entire incident or field contact has stabilized or the contact has ended. The rear camera shall remain activated until officers have parked the vehicle at a Department Facility or a broadcast Code 6 location.
- Any employee who does not record a pedestrian stop shall document the reason on his or her DFAR.
- Officers shall activate the DICVS prior to placing the suspect into the rear seat of the vehicle and Officers shall not de-activate the DICVS system until they have parked the vehicle at a Department Facility or a broadcast Code 6 location.
- Under the heading "Court Information" of both the Investigative Report (IR) and Arrest Report, officers shall document whether or not any portion of the incident was captured on the DICVS.
- Officers shall make a notation on their Daily Field Activity Report (DFAR) each time they are required to "Re-Log On" to the system.
- Officers assigned to South Traffic Division (STD) shall respond to a neighboring Area with download capabilities to ensure timely transfer and storage of the captured video recordings.

NOTE: STD is affixed to a private property which prohibits Coban Technologies Incorporated from installing the DICVS' "Home Station" which is required to transfer all recorded videos for storage.

II. AREA DICVS COORDINATORS RESPONSIBILITIES:

- Assess employee compliance with DICV policy a minimum of four days per week for a total of 16 days each Deployment Period.
- Complete the matrixes provided for tracking progress and submit the matrixes to Operations-South Bureau no later than Wednesday of the following week.
- Failures of DICV policy requiring investigation beyond the scope of coordinators ability shall be forwarded to the Watch Commander or Officer In Charge (OIC) of the involved unit or watch and tracked as a project. Equipment failures shall not be projected out for further investigation.

- In the event officers tamper with equipment, create a project and forward it to the OIC or concerned Watch Commander for investigation.
- Provide verbal and written feedback to those officers who both pass or fail an inspection of DICV policy.
- Ensure that all documentation related to the DICVS is properly filed for future reference (adhere to Records Retention protocol).

III. WATCH COMMANDERS RESPONSIBILITIES:

- Discuss the status of the DICVS weekly during Roll Call.
- Identify and discuss any positive situations captured during the use of the DICVS.
- Review any failures of the DICVS policy with the involved officers, and forward a project to the proper den supervisor for completion.
- Ensure all investigations have been completed and returned to the DICVS Coordinator within 14 calendar days for review by their Commanding Officer.

IV. TRAINING COORDINATORS RESPONSIBILITIES:

- Maintain a file for all employees within their Area who have received training on the DICVS.
- Ensure ALL employees transferring into their Area receive proper instruction and training on the DICVS prior to being assigned a field duty assignment.
- Document all training provided on the DICVS in the Learning Management System (LMS).
- Ensure all Reserve Officers eligible for field duty receive proper training on the DICVS.

V. FIELD SUPERVISORS SHALL:

- Complete and return all assigned projects to the DICVS Coordinator within 14 calendar days.
- Ensure officers are given positive feedback related to the DICVS frequently.
- At the scene of a Categorical Use of Force (CUOF), when the scene is stable and prior to any public safety statement or administrative interview related to the CUOF, ensure the DICVS is turned off and microphones removed from all significantly involved employees.

VI. AREA GARAGE SUPERVISORS RESPONSIBILITIES:

- Maintain a file of all vehicles equipped with the DICVS for reference.
- Immediately remove the DICVS from vehicles that have been removed from field operations and install the DICVS to a vehicle not equipped, but fit for field operations.

COMMANDING OFFICER'S RESPONSIBILITIES:

- Ensure that all personnel under their command understand and adhere to the established protocols composed in this Order.

Should you have any questions regarding this Order, please contact Sergeant I Hendley Hawkins, Serial No. 34094, Operations-South Bureau Administrative Support at (323) 565-3631, or me at (213) 485-4251.



PATRICK M. GANNON, Deputy Chief
Commanding Officer
Operations-South Bureau