

OFFICE OF OPERATIONS

NOTICE 1.11

June 24, 2021

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: BODY WORN VIDEO AND DIGITAL IN-CAR VIDEO DEVIATIONS
BY OFFICERS IN THE STRUCTURED FIELD TRAINING PROGRAM
PERIOD

The Office of Operations conducts monthly inspections of Body Worn Video (BWV) and Digital In-Car Video (DICV). During these inspections, probationary police officers currently in the Field Training Program (FTP) have been identified as deviating from Department policy.

The FTP consists of two phases: Structured Field Training Program Period (SFTPP) and Final Probationary Period (FPP). The Department recognizes the primary responsibility of a probationary police officer currently in the FTP is to learn and then demonstrate the ability to perform the duties of a uniformed officer.

During the SFTPP of probation, if a probationary police officer fails to complete a certain task competently, it is documented on a Daily Observation Report (DOR), Form 01.78.11 and the Probationary Police Officer Weekly Evaluation Report (PPOWER), Form 01.78.01 for the corresponding day and week. This documentation shall include any BWV or DICV policy deviations if observed by the Field Training Officer (FTO).

Effective immediately, any BWV or DICV deviations occurring during a probationary police officer's FTP - and after the 90-day BWV transition period has concluded (Operations Order 3, *Procedures for Deployment and usage of Body Worn Video During Transition Period*, dated August 28, 2015) - are to be documented by the following actions:

- If the deviation of policy occurred during the SFTPP and was documented on a DOR for the date of incident, then no further action is required; or,
- If the deviation of policy occurred during the SFTPP and was not documented on a DOR for the date of incident, then it is to be documented on the Employee Comment Sheet, Form 01.77.00 by a supervisor; or
- If the deviation of policy occurred during the FPP, then it is to be documented on the Employee Comment Sheet, Form 01.77.00 by a supervisor.

When either a DOR or Employee Comment Sheet is used to document a probationary police officer's remediation, a Supervisory Action item (SAI) shall not be generated. However, the supervisor shall ensure a probationary police officer with performance deficiencies is provided remediation, as appropriate (Department Manual Section 3/760.50, *Unsatisfactory Performance of a Probationary Police Officer*).

Note: Any deficiencies found after a probationary officer's DOR and PPOWER have been completed, shall not be subsequently added to that document and instead may only be documented on an Employee Comment Sheet, Form 01.77.00.

If you have questions regarding this matter, please contact the Inspections Unit, Office of Operations, at (213) 486-6050.



BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Operations

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