OFFICE OF THE CHIEF OF POLICE

NOTICE
1.11

July 12, 2021

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: STANDARDIZED BODY WORN VIDEO AND DIGITAL IN-CAR VIDEO INSPECTION PROCEDURES – ESTABLISHED

This Notice establishes inspection procedures for Body Worn Video (BWV) and Digital In-Car Video System (DICVS) video recordings. This Notice supersedes any Office, bureau, Area, or Divisional Orders on BWV and DICVS **inspection procedures** and shall be effective immediately.

INSPECTION SCOPE, POPULATION, AND SAMPLE SELECTION. All bureau BWV and DICVS Inspection Units shall conduct the following every deployment period (DP):

- Inspect all geographic Areas or divisions under the bureau's chain of command once per DP;
- Obtain a Microsoft Excel report of all incidents generated by each Area/division during the entire DP from the Department's GoldMine Database;
- Using the Department-standard statistical One-Tailed Test, determine the relevant sample size for each Area/division;

  Note: The following parameters shall be used with the One-Tailed Test: a 95 percent confidence level; a Standardized Normal Distribution coefficient of 1.96; a Proportion of Success Rate of 95 percent; and, an acceptable error rate not to exceed five percent. The One-Tailed Test shall be applied to the bureau total and stratified for each Area.

- Randomize all incidents using the embedded Microsoft Excel "RAND" function;
- Review and select each incident requiring the activation of BWV and/or DICVS to include into the random sample of incidents for each Area/division; and,
- View the BWV and/or DICVS of the primary unit for each random incident selected and ensure compliance with **only** the following objectives:

  1. **Start of Watch Checks:** Ensure units equipped with BWV and/or DICVS generated test videos and/or synchronized wireless transmitters as required. The BWV and/or DICVS condition shall also be documented on the daily logs [Department Manual Section 3/579.13, *Digital In-Car Video System (DICVS) Use and Deployment*, and 3/579.15, *Objectives of Body Worn Video*];

2. **Activation Required:** Ensure BWV and/or DICVS were activated during any investigative or enforcement activity involving a member of the public unless specifically excluded per policy [Department Manual Sections 3/579.13, *Digital In-Car Video System (DICVS) Use and Deployment*, and 3/579.15, *Objectives of Body Worn Video]*;

3. **Pre-Activation Buffer Video Required:** Ensure BWV was powered on and the two-minute pre-activation buffer is present as required (Office of Constitutional Policing and Policy Notice, *Powering Off Body Worn Camera Devices While in Department Facilities*, dated December 20, 2018; Office of the Chief of Police Notice, *Body-Worn Video Device Pre-Activation Buffer; Requirement to Leave Device Powered On – Reminder*, dated January 17, 2020; and Office of the Chief of Police Notice, *Body Worn Video Pre-Activation Buffer Best Practice, dated July 1, 2020)*;

4. **Activation Timeliness:** Ensure BWV and/or DICVS was activated prior to the investigative or enforcement activity involving a member of the public; and, deactivated after the investigative or enforcement activity involving a member of the public has ended [Department Manual Section 3/579.13, *Digital In-Car Video System (DICVS) Use and Deployment*, and 3/579.15, *Objectives of Body Worn Video*];

5. **Seatbelt Usage:** Ensure arrestees were properly seat belted during any transportation (Department Manual Section 4/217.50, *Transportation of Arrestees*) and, if observed via video footage, any non-use of seatbelts by officers (Department Manual Section 4/289, *Safety Belts in Department Vehicles*); and,

6. **Incident Tagging:** This objective **shall be informational only**. Any BWV that is not properly tagged with the correct incident number on Evidence.com shall be sent to the appropriate Area/division for correction.

Note: Although the Computer Aided Dispatch (CAD) system implemented a new Incident Number format on October 21, 2019, all Department personnel shall continue to convert the new Incident Number (YYMMDD0000####) to the old format (YYMMDD00####) for any BWV tagging.

- Review all documentation on the CAD system, Daily Field Activities Report, Form 15.52.00, Traffic Daily Activities Report, Form 15.52.01, Sergeant's Daily Report, Form 15.48.00, Metropolitan Division Officer's Log, Form 15.52.04, Gang Enforcement Detail – Supervisor's Daily Report, Form 15.49.00, or other related reports, regarding (1) the failure to activate BWV, (2) maintaining a full two minute pre-activation buffer video, and (3) recording the entire contact;
- Review the aforementioned documentation for **only** the date on which the preliminary deviation was identified. The preliminary assessment performed for the date reviewed shall be submitted to the respective Area/division for further review;

- Send any preliminary deviations discovered to the respective Area/division for validation. The Area/divisional commanding officer shall assign a supervisor to validate the deviation(s);
- A Supervisory Action Item (SAI) for the affected employee(s) will be generated for validated deviation(s) only. The investigating supervisor shall document the results of the investigation under the "Investigative Narrative" portion of the SAI and make a recommendation for the disposition of the SAI. The disposition of the SAI shall, at the minimum, be titled, "Informal Meeting." Officers shall have the right to representation during any meetings related to the SAI; and,
- If an employee disputes a SAI creation, the employee shall complete an Employee's Report, Form 15.07.00, include a thorough description of the disputed information, attach any supporting documentation, and submit it to his or her commanding officer (CO). The employee's CO shall conduct a preliminary investigation of the disputed information and submit an Intradepartmental Correspondence, Form 15.02.00, addressed to Risk Management and Legal Affairs Division recommending the information be corrected, if appropriate (Department Manual Section 3/791.12, *Procedure to Dispute Information* contained in TEAMS II).

  Note: Commanding Officers shall use progressive discipline to address any deviations of BWV and DICVS policies, unless the deviation was an intentional act to circumvent Department policy or procedure (Office of the Chief of Police Notice, *Using Supervisory Action Items to Document Deviations in Digital In-Car Video and Body Worn Video Procedures*, dated March 4, 2019). For the purpose of progressive discipline, each objective shall be considered independently. Multiple SAI's shall not be generated for multiple deviations noted for a single objective in the review period.

The following objectives will be considered administrative deviations only and **shall not** be considered for progressive discipline:

1. Objective No. 1, "Start of Watch Checks," shall be considered an administrative deviation if test videos were generated but not documented on the daily logs. Additionally, if the DICV wireless transmitter synchronization is not documented, but sound exists, this will also be considered an administrative deviation.
2. Objective No. 6, "Incident Tagging," is considered an administrative deviation.

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
Chief of Police

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