

## CHIEF OF DETECTIVES

### NOTICE

September 20, 2021

1.8

**TO:** All Concerned Personnel

**FROM:** Chief of Detectives

**SUBJECT:** REQUIREMENT TO IDENTIFY ALL ITEMS UPLOADED OR IMPORTED INTO EVIDENCE.COM RELATED TO CRIMINAL INVESTIGATIONS

Current policies require personnel to identify their body worn video (BWV) recordings using a 12-digit incident number which significantly assists investigating officers (I/O) in locating evidence stored in Evidence.com. To create a consistent practice, effective immediately, I/Os shall identify all items, including audio, video, images, documents, or evidence related to criminal investigations uploaded using Axon Capture or imported into Evidence.com using only a 12-digit incident number (i.e., **210701001234**) in the 'ID' field.

**Note:** In 2018, the Department deployed a new Computer Aided Dispatch (CAD) system that produces a new incident number format, prefixed with the letters "PD" followed by 14-digits (i.e., **PD21070100001234**). The City Attorney's Criminal Case Management System (CCMS) does not support the new incident number format. Therefore, personnel shall be responsible for converting the new incident number format to the older "legacy" 12-digit format by removing the letters "PD" and two zeros, separating the Year-Month-Day portion from the last four digits of the incident number (i.e., **PD21070100001234** to **210701001234**).

Detective commanding officers, supervising table coordinators, and specialized unit supervisors shall ensure compliance with this Notice.

Please direct any questions regarding this Notice to the Investigative Analysis Section, Detective Bureau, at (213) 486-7000.



KRIS E. PITCHER, Deputy Chief  
Chief of Detectives

APPROVED:



DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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