

**OFFICE OF THE CHIEF OF POLICE  
CHIEF OF STAFF**

**NOTICE**  
2.2.3

March 4, 2019

**TO:** All Commanding Officers

**FROM:** Chief of Staff

**SUBJECT:** USING SUPERVISORY ACTION ITEMS TO DOCUMENT DEVIATIONS IN DIGITAL IN-CAR VIDEO AND BODY WORN VIDEO PROCEDURES

Professional Standard Bureau Notice, dated August 27, 2015, *Guidelines for Reviews of Body Worn (BWV) and Digital In-Car Video (DICV) Recordings*, established procedures for handling deviations of BWV/DICV procedures. In summary, the Notice emphasizes that when such deviations occur, commanding officers should use progressive discipline in addressing these deviations, unless the omission was an intentional act to circumvent Department policy or procedure.

The Department continues in its commitment to ensure deviations are handled through progressive discipline and there is consistency throughout the Department in the way similar deviations are handled. Commanding officers shall continue to be guided by the Notice referenced above when prescribing remedial or corrective action, while considering the circumstance of the deviation, whether there are previous documented deviations for the employee, and what action was taken to address previous deviations. As such, effective immediately, when a deviation of established procedures related to DICV or BWV is discovered as the result of an inspection, incidental to an investigation (i.e., Use-of-Force or pursuit investigation), or any other circumstance, the deviation shall be documented on TEAMS II as a Supervisory Action Item (SAI), and investigated by a supervisor to determine:

- The circumstance of the deviation;
- If the employee has previously been the subject of a documented deviation; and
- If previous deviations are documented, include specific dates of occurrence, a summary of the circumstance of the previous deviations and what action was taken upon the employee.

**Note:** Officers can respond in writing to any negative notation within 30 days of the action being taken. If a written response is received, that response is to be attached to the SAI for later review. The investigating supervisor should also check the employee's personnel folder to determine if a written response was submitted to previously documented deviations and the content of a previous response should be summarized as part of the investigation.

The findings of the investigation shall be documented by the investigating supervisor in the "Investigative Narrative" portion of the of the SAI. Additionally, the investigating supervisor shall make a recommendation for the disposition of the action item based on the findings of the investigation, in accordance with Department Manual Section 1/668.01. Once the SAI investigation is completed, the supervisor shall forward the SAI through the chain of command for review and concurrence. The SAI is not deemed complete until the SAI has been received, reviewed, and approved by the bureau.

Any questions regarding this Notice should be directed to the Chief of Staff at (213) 486-8740.

A handwritten signature in black ink, appearing to read 'Bob Green', with a long horizontal line extending to the right.

BOB GREEN, Deputy Chief  
Chief of Staff

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