

## OFFICE OF THE CHIEF OF POLICE

**SPECIAL ORDER NO. 2**

**January 12, 2023**

**APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON January 10, 2023**

**SUBJECT: DEPARTMENT VIDEOGRAPHY OF DEMONSTRATIONS, UNUSUAL OCCURRENCES, AND CIVIL UNREST – ESTABLISHED; AND, LOS ANGELES POLICE DEPARTMENT VIDEOGRAPHER GUIDE – ACTIVATED**

**PURPOSE:** Following the civil unrest of 2020, the Department's after-action report identified numerous areas in need of readdress with respect to crowd management and control. One of the key criticisms was the infrequent deployment of skilled and trained videographers with uniform standards of documenting events. This Order establishes Department Manual Section 3/272, *Department Videography of Demonstrations, Unusual Occurrences, and Civil Unrest*, and the Department Videographer Guide ("Guide"). This Order also formally assigns responsibility for the video documentation of such incidents within the City of Los Angeles to the Office of Operations and its geographic bureaus.

**PROCEDURE:**

- I. DEPARTMENT VIDEOGRAPHY OF DEMONSTRATIONS, UNUSUAL OCCURRENCES, AND CIVIL UNREST – ESTABLISHED.** Department Manual Section 3/272, *Department Videography of Demonstrations, Unusual Occurrences, and Civil Unrest*, has been established and is attached.
- II. LOS ANGELES POLICE DEPARTMENT VIDEOGRAPHER GUIDE – ACTIVATED.** The Department has implemented a Videographer Guide to provide procedures for and technical direction to sworn personnel assigned videography duties during demonstrations, unusual occurrences and/or civil unrest, if potential violence is expected or may occur. The Guide is available on the Department Local Area Network (LAN) on the Office of Operations homepage and is attached for reference.

**AMENDMENTS:** This Order adds Section 3/272 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE  
Chief of Police

Attachments

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**VOLUME III**  
**Revised by Special Order No. 2, 2023**

**272. DEPARTMENT VIDEOGRAPHY OF DEMONSTRATIONS, UNUSUAL OCCURRENCES, AND CIVIL UNREST.** *Each geographic bureau is responsible for video recording pre-planned events and spontaneous incidents within its respective Areas which will likely affect public safety and/or result in City liability. Such incidents may include demonstrations, unusual occurrences, or incidents of civil unrest (e.g., unlawful assemblies). A request for videographers should be made based on the scale and scope of the incident, and when feasible.*

*The Department shall maintain a cadre of videographers. The Department Videographer Cadre shall be comprised of sworn personnel – for which participation shall be an ancillary duty. The Film Unit, Office of Operations (OO), shall maintain a roster of videographers for the Department. The Department's policies and protocols for videography, video equipment, and all digital evidence related thereto, are further outlined in the Department's Videographer Guide.*

**Officer's Responsibilities.** *If an officer is selected for the Videographer Cadre, or assigned videography responsibilities at an incident, the officer shall:*

- *Adhere to this policy and the procedures outlined in the Videographer Guide;*
- *Make every effort (to the extent possible) to place themselves in a position of tactical advantage and be mindful of their surroundings when assigned to capture video during an incident;*
- *Only deploy in two-person teams, consisting of a videographer officer and a cover officer; and,*
- *Notify the Bureau Special Events Coordinator when their primary duty assignment changes (e.g., promotion, Injured on Duty Status, Temporary Total Disability Status, or transfer to another command).*

**Note:** *The Department recognizes that Videographer Cadre officers are assigned to record incidents which are dynamic in nature and thus the entirety of footage captured on video may not always be personally observed by the recording officer or cover officer.*

**Supervisor's Responsibilities.** *Any supervisor assigned Videographer Cadre duties shall:*

- *Ensure that assigned personnel comply with this policy as well as the procedures outlined in the Videographer Guide; and,*
- *Continually monitor the incident and update the Incident Commander or the Department Operations Center (DOC), Communications Division, of any notable developments.*

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***Bureau Commanding Officer's Responsibilities.*** *The commanding officer (CO) of a bureau affected by a spontaneous incident, or anticipated to be affected by a pre-planned event, shall:*

- *Ensure that the Film Unit is notified, when feasible;*
- *Evaluate the event for appropriate deployment of the Videographer Cadre. Such instances may include, but are not limited to:*
  - *Spontaneous Incidents (e.g., an impromptu rally in front of the Immigration Building);*
  - *Unusual Occurrences (e.g., Department mobilization due to civil unrest);*
  - *Incidents with potential City liability (e.g., Occupy L.A.'s eviction from City Hall grounds);*
  - *Incidents with civil disobedience or arrests expected (e.g., a preplanned protest with intersections to be blocked for dramatic emphasis);*
  - *Incidents with large numbers of participants expected (e.g., Safe LA 2020 demonstrations);*
  - *Incidents impacting Public Safety (e.g., Civil Unrest of 2020); or,*
  - *Instances when the Incident commander or command staff requests videography.*
- *Ensure that there are a sufficient number of on-duty Videographer Cadre personnel assigned to address the anticipated scale and scope of the incident;*
- *Continually monitor the incident to determine if additional videography resources are needed (e.g., the Film Cadre of another bureau); and,*
- *Make appropriate training or equipment request(s) through the Film Unit to adequately prepare for events.*

***Bureau Special Events Coordinator's Responsibilities.*** *The Bureau Special Events Coordinator shall:*

- *Notify the Film Unit of pre-planned events and spontaneous incidents which will likely affect public safety and/or City liability, when feasible;*
- *Maintain a Videographer Cadre roster for the bureau;*
- *Initiate requests for Film Unit training for all bureau Videographer Cadre personnel;*
- *Ensure bureau-wide Videographer Cadre coverage for A and B watch during Department mobilizations;*
- *Ensure sufficient Videographer Cadre deployment for all pre-planned and spontaneous incidents, including coverage on A and B watches for the affected Area(s);*
- *Maintain inventory of all videography equipment assigned to the bureau;*

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- *Notify the Film Unit of any damaged or inoperable videography equipment via an Employee's Report, Form 15.07.00, and/or Intradepartmental Correspondence, Form 15.02.00, from the bureau commanding officer; and,*
- *Make equipment available for audits and inspections when requested by the Film Unit.*

**Note:** *The incident commander or their designee shall assume the Bureau Special Events Coordinator's responsibilities for all incidents requiring use of the Videographer Cadre during after-hours and/or weekends and holidays.*

**Film Unit's Responsibilities.** *The Film Unit, OO, shall:*

- *Liaise with each Bureau Special Events Coordinator to ensure adequate procurement and maintenance of videography equipment, as well as resource allocation for incidents;*
- *Ensure each bureau has functional videography equipment (e.g., procurement of replacement memory cards and batteries) for incident deployment;*
- *Ensure each Videographer Cadre's readiness for incident deployment;*
- *Schedule and provide each Videographer Cadre with training on the use and care of video equipment;*
- *Assist Bureau Special Events Coordinators with personnel selection and attrition management within their Videographer Cadre;*
- *Maintain a master file of the Videographer Cadre of each geographic bureau;*
- *Liaise with each Bureau Training Coordinator to ensure training compliance and TEAMS II documentation of Videographer Cadre personnel; and,*
- *Assist, when feasible, in providing additional Department videographers during critical incidents as requested by a Bureau Special Events Coordinator, an incident commander, or the DOC.*

# **LOS ANGELES POLICE DEPARTMENT**



## **Videographer Guide**

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## **INTRODUCTION**

The Videographer Guide shall serve as a reference for Department personnel assigned to the Videographer Cadre, deployed to unusual occurrences and/or spontaneous events that necessitate videography. This Guide shall not supersede any other official Los Angeles Police Department publication. Additionally, the strategies referenced within this Guide are not an absolute, as videographers operate in constantly-evolving tactical situations. When deemed necessary, officers may deviate from the strategies referenced herein, but shall remain in compliance with Department policies and procedures.

Following the widely publicized events in MacArthur Park on May 1, 2007, the Los Angeles Police Department made sweeping changes to its crowd control and crowd management strategies. One of the key changes was the need to deploy police videographers to record major incidents, including briefings and skirmish lines. Currently, all Department field videographers are overseen by the Film Unit, Office of Operations (OO), which will be referred to as the "Film Unit" in the remainder of this Guide.

The Videographer Cadre is comprised of the Instructor Cadre (which is assigned to the Film Unit), and Cadre members from the geographic bureaus or Areas. The Cadre is trained and equipped to record events involving crowd control and crowd management to help mitigate the risk of litigation, reduce harm to officers, and build public trust. Some benefits of police videography include, but are not limited to:

- Use of video recordings during tactical debriefs;
- Intelligence gathering for the management of future incidents;
- Use of recordings as evidence to support the filing of criminal cases; and,
- Providing transparent accounts of events to maintain public trust.

Department video cameras shall be stored at a divisional kit room, as designated by the assigned bureau. Officers assigned to the Cadre are reminded that in the event bureau assigned video cameras are not readily available, officers should use their Department assigned Body Worn Video cameras or Department cellphone to capture video.

## **GENERAL PROVISIONS**

### **Videographer Guide – Established**

The Los Angeles Police Department Videographer Guide is activated, will be maintained by the Film Unit and shall hereafter be referred to as the "Videographer Guide." The Videographer Guide codifies current policies and procedures pertaining to Videographer Cadre duties.

The Videographer Guide shall periodically be reviewed by the Film Unit's supervisory personnel to ensure that the policies and procedures delineated within remain current.

### **Responsibilities of the Cadre**

It is the responsibility of the bureau affected by a pre-planned, spontaneous, or anticipated incident, to have primary responsibility for video recording the following types of incidents:

- Spontaneous Incidents (e.g., an impromptu rally in front of the Immigration Building);
- Unusual Occurrences (e.g., Department mobilization due to civil unrest);
- Incidents involving potential City liability (e.g., Occupy L.A. eviction from City Hall grounds);
- Incidents involving civil disobedience or anticipated mass arrests (e.g., a preplanned protest with intersections blocked in order to generate dramatic emphasis);
- Incidents involving a large number of anticipated participants (e.g., annual "May Day" march);
- Incidents where public safety may be impacted (e.g., civil unrest); or,
- At the request of the incident commander (IC) or command staff.

### **Organization**

The Cadre shall be comprised of the following:

- Officer in Charge (Film Unit);
- Instructor Cadre (Film Unit); and,
- Cadre members (bureau-selected officers within the bureau or Areas.)

### **Officer in Charge Responsibilities**

The Officer in Charge (OIC), Film Unit, shall be appointed by the Assistant to the Director, OO. The OIC will manage day-to-day operations within the framework of the mission, policies, procedures, goals, and objectives of the Los Angeles Police Department. The OIC, Film Unit reports directly to the OIC, Evaluation and Administration Section, OO, and shall be responsible for the following:

- Liaise with each Bureau's Special Events Coordinator regarding videography equipment procurement and maintenance, as well as resource allocation for incidents;
- Ensure each bureau has functional videography equipment including memory cards and batteries for incident deployment;
- Schedule and provide the Cadre with training on the use and care of video equipment;
- Assist Bureau Special Events Coordinators with personnel selection and attrition management of Cadre members;
- Maintain a master roster of the cadre members from each geographic bureau;
- Liaise with Bureau Training Coordinators to ensure Cadre members' training is compliant with the Videographer Guide; and,
- Assist, when feasible, in providing additional Department videographers during critical incidents as requested by Bureau Special Event Coordinators, the Department Operations Center (DOC), or an IC.



### **Instructor Cadre**

The Instructor Cadre shall consist of members of the Film Unit, appointed by the OIC or their designee. The Instructor Cadre will be responsible for the following tasks:

- Plan and organize all regular training days for the Cadre members;
- Provide the OIC with an evaluation of the video training;
- Provide training and training updates to the Cadre members;
- Identify and develop adjunct instructors, as needed; and,
- Complete other specific duties as specified by the OIC, or their designee.

### **Instructor Cadre Qualifications**

All personnel involved in providing instruction shall be current members of the Film Unit. The Instructor Cadre shall remain current with Department policies and procedures as well as the City Attorney's filing guidelines as it relates to crowd control and management.

### **Cadre Members**

Cadre members shall be selected at the discretion of each bureau commanding officer or designee and will be responsible for the following duties:

- Maintain all videography equipment while in their possession, and return equipment to the Bureau Special Events Coordinator or their designee;
- Video record activity related to protests, crowd management/control, and other significant events via videography; and,
- Complete other duties as specified by the IC.

### **Standard of Conduct**

All current Cadre Members shall participate in all training functions and shall be available for video recording incidents upon request by their respective bureau, if on a scheduled work day.

### **Duty Status**

Cadre members shall be on full-duty status when fulfilling any filming duties due to the tactical nature of the incidents that they will be assigned.

## **DEPLOYMENT CRITERIA**

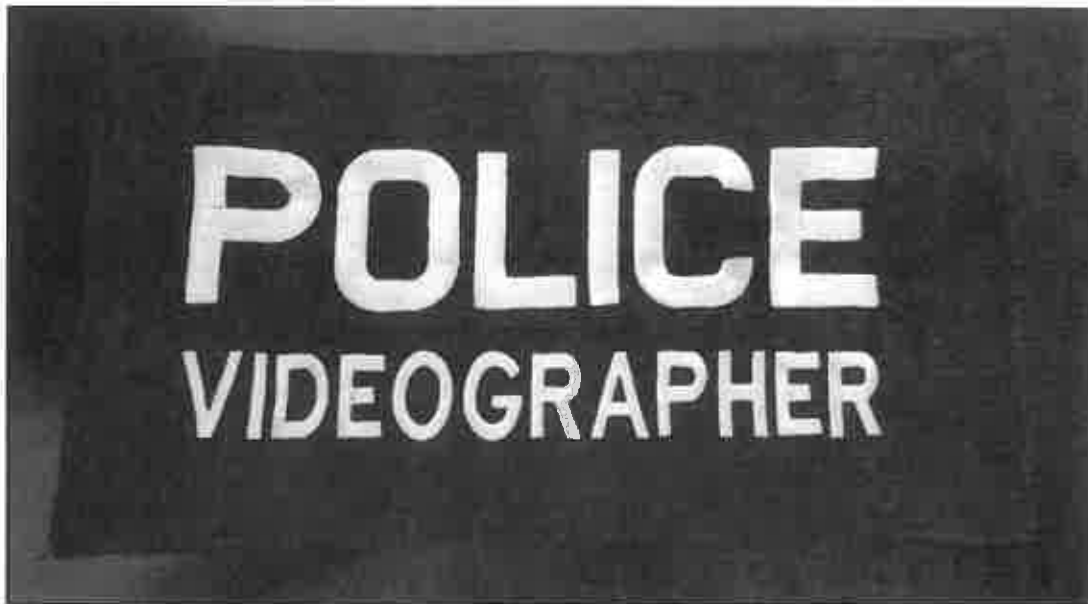
### **General Policy**

All requests for the Cadre shall first be directed to the responsible bureau commanding officer affected by a spontaneous or anticipated incident. In the event an incident spans across two or more bureaus, the designated IC shall coordinate with the surrounding Bureau Special Events Coordinator(s).

The bureau commanding officer or their designee shall determine the appropriate Cadre deployment with consideration based on immediate need, complexity of the event(s), experience, and anticipated activity to be delegated to cadre members.

### **Uniform Requirements**

Officers assigned to the Cadre shall adhere to Department uniform standards as listed in Department Manual Section 3/619.20. The Department approved "Police Videographer" patch may be worn on utility uniforms. This allows Cadre members to be clearly identifiable during tactical field operations. Wearing a utility uniform allows flexibility to carry additional camera batteries and additional video equipment.



## **Deployment**

The commanding officer or their designee, affected by a spontaneous incident or by a preplanned event, is responsible for the request of the Cadre to video record demonstrations, civil unrest, and marches. Cadre members shall be contacted first to fulfill bureau videographer needs. In the event of an off-hour request or unavailability of bureau cadre officers, the bureau commanding officer, or their designee shall contact the DOC and request the Film Unit.

**Note:** Cadre members shall not be placed on-call or on stand-by status. Contacting the DOC and requesting an off-hour response of the Film Unit will not require nor guarantee a response to the affected event. The Film Unit must first obtain the approval of the Assistant to the Director, OO, prior to responding to a request.

## **Video Assignment**

Cadre members shall be guided by the respective bureau commanding officer(s) or IC affected by the incident. All Cadre members are required to complete an Activity Log, Form ICS 214, and chronologically list filming locations completed while assigned to an incident. The Bureau Special Events Coordinator, or their designee, shall be the supervisor of the Cadre during the event.

## **General Video Provisions**

The Cadre's main objective is to document activity at protests, crowd management/control situations, and other significant events. If requested, officers shall also record roll calls, debriefs, transfer of command briefings, and any updates issued by the IC, as well as any face-to-face meetings with event organizers/leaders.

Officers receiving a videography assignment shall be informed of imminent activity, such as blocking forces, dispersal announcements, and arrest team activity upon arrival to the assigned command post or area of occurrence. Officers shall only deploy in two-person teams, consisting of a Videographer and a Cover Officer. Together, the Videographer and Cover Officer are identified as the video team. Multiple video teams may need to be deployed at an event.

The Cadre should be attached to the Operations Branch within the Incident Command System, allowing them to video record crowd demeanor, illegal activity, blocking forces, dispersal orders, arrest team activity and more.

**Note:** Arresting officer-suspect pairing photos, jail transport photos, booking photos, and any other non-dynamic photos are not the responsibility of the Cadre.

### **Cadre Officer Responsibilities**

Upon being requested to video record a spontaneous or anticipated incident, Cadre Officers are responsible for the following tasks:

- Respond to the bureau office and retrieve the videography equipment, if available;
- Respond to the affected Area with the videography equipment;
- Ensure each Cadre Officer is listed on ICS Forms 211/214 with the respective command post;
- Identify yourself to the IC and/or the Operations Chief; and,
- Designate a scribe, normally the cover officer, that will document filming locations and notes on the Activity Log, Form ICS 214.

### **Cover Officer Responsibilities**

A cover officer shall be assigned to each Videographer deployed. The cover officer should also be a member of the Cadre. The cover officer should be positioned *slightly* behind and on the primary gun side of the Videographer, far away enough to be clear of video footage being taken, but close enough to provide protection. Approximately 2-5 feet in close quarters.

The cover officer needs to be aware of their surroundings, as they serve as the eyes and protection of the Videographer. As such, a cover officer's focus is not on video recording, but rather the totality of the scenario. They must maintain situational awareness.

No person should be allowed to interfere with the Videographer and/or their equipment. The cover officer should be aware of the difference between cover and concealment and utilize proper tactics to protect them self and the Videographer.

### **Equipment Audit/Check**

Cadre Officers should conduct quarterly audits of all equipment residing in the four geographic bureaus, to verify proper function; these audits should also include verification of usable space on memory cards, to ensure they are adequate for field deployment(s). The results of the audits shall be reported to the Assistant to the Director, Office of Operations. Prior to responding to any event/incident, a pre-deployment check should also be executed by the Cadre Officer (s), ensuring the following:

- The SD card is inserted in the camera, completely and properly;
- Date and time stamp are accurately set by utilizing the camera menu; and,
- Video recordings are set to 1080p resolution at 30 FPS if using a 128-gigabyte card; or 720p resolution at 30 FPS if using a 64-gigabyte card.

### **Filming Protestors or Crowds**

When filming protestors, Videographers should focus on identifiable characteristics such as faces, logos, and clothing, in the event the same protestors are later detained/arrested so that a connection can be established to assist with identification of the protester and prohibited activity. Crowd demeanor, crowd aggression toward officers or Cadre members, or criminal activity should also be recorded at the scene of a dispersal order, to assist in identification of suspects for potential prosecution.

The faces of those in the crowd should be recorded clearly and slowly to document who was present at the time. Cadre Officers should verbally describe the behavior, size, location, and actions of the crowd (i.e., peaceful, unlawful). The following are examples of verbal descriptions during a protest:

**Example 1:** *"I am at 300 South Spring Street and the protestors are walking southbound on the sidewalk. They are a peaceful group of approximately 50-75 protestors with no Vehicle or Penal Code Section violations observed at this time."*

**Example 2:** *"I am at 300 South Spring Street and 50-75 protestors are walking southbound on the sidewalk and are starting to walk onto the street and into the number 2 lane of traffic. Protestors are blocking traffic in the number 2 lane."*

**Example 3:** *"I am at 300 South Spring Street and 50-75 protestors are walking in the middle of Spring Street blocking all traffic in both directions. They are holding numerous signs and items that appear to be prohibited items at a protest."*

### **Recording Techniques**

It is recommended that each video segment begin with a recorded identification or "ID" stamp, with officers voicing the following:

- Officer name and serial number;
- Date, time, and location of incident (video-record street signs as well); and,
- The name of event being recorded, including a short description.

**Note:** If recording is interrupted or stops (i.e., battery dies, Secure Digital [SD] card is full), re-record the introduction.

The following techniques are recommended when filming large crowds or protests:

- Record the faces of the crowd as the behavior turns from a lawful protest to unlawful;
- Attempt to keep recording incidents to 10 minutes or less;
- Be selective of what is being captured. For example, a 10-minute video of a single group of five people sitting on the steps of City Hall is unnecessary to record;
- **Do not turn away from police action;**
- If the situation is escalating, record the protestors and the officers;

- Narrate the situation by describing the behavior of the crowd/suspects;
- Record any unlawful activity such as vandalism or blocking/impeding traffic, to include drivers (and their vehicles) who are engaged in blocking operations; and,
- All attempts should be made to avoid filming undercover officers.

Lastly, uniformed personnel deployed to the event may be recorded, including any de-escalation techniques/strategies employed.

### **Dispersal Orders**

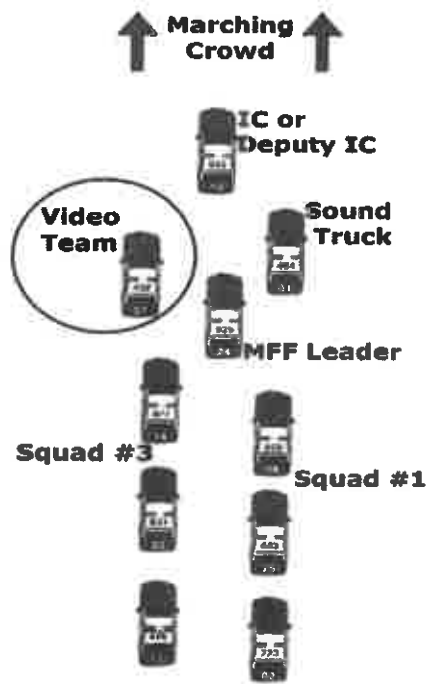
It is the responsibility of the Videographer to record the dispersal orders in accordance with Tactics Directive No. 11.2, titled *Crowd Management, Intervention, and Control*, dated April, 2021. The dispersal order shall be documented as follows:

- Identify the time date and location for the dispersal order given and by whom;
- Record the entire dispersal order in both English and Spanish, if applicable; and,
- Record the crowd's demeanor and reaction to the dispersal order.

### **Vehicle Positioning While Trailing a Protest March**

The video team shall always be guided by the IC or their designee while working an event. The video team will need to be available for immediate deployment alongside an additional contingent of officers, such as a Mobile Field Force (MFF) squad or smaller specialized unit to effectively document crowd/police interactions.

Such positioning will require the video team to stay behind the crowd, typically near the IC or Deputy IC, but forward of any MFF that may be trailing the march or protest (see depiction below). Prime positioning will enable a video team to record a MFF squad moving into a crowd to detain suspects. Cadre Officers shall not ride in the rear cargo compartment of a Critical Incident Utility Vehicle or a sound truck.



### **Demobilization**

Upon demobilization from a command post, Cadre members shall respond to Technical Investigation Division (TID), and book video footage to be uploaded onto the Department's OneDrive for distribution. Any person(s) wishing to view video may contact the special events office within the bureau of occurrence for the TID generated OneDrive links containing video imagery.

Cadre members shall complete the *Sound Recording Media Issue/Receipt & Notification*, Form 12.48.00, and submit the lower-half of the document, as well as the camera's SD Card and place it inside the corresponding numbered envelope. Cadre members shall retain the top portion of the form and forward it to the special events supervisor assigned to the incident command post.