

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

April 20, 2010

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON APRIL 20, 2010

**SUBJECT:** PROCEDURES FOR OBTAINING RECORDED VIDEO FILES FROM THE DIGITAL IN-CAR VIDEO SYSTEM FOR THE PURPOSES OF COURT HEARINGS, DISCOVERY REQUESTS, OR ADMINISTRATIVE PROCEEDINGS; AND DIGITAL IN-CAR VIDEO EVIDENCE CONTROL LOG, FORM 10.11.05 - ACTIVATED

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** This Order establishes the procedures for ordering, obtaining, disseminating, and destroying recorded video disc(s) from the Digital In-Car Video System (DICVS), for the purposes of court hearings, discovery requests, or administrative proceedings, and activates the Digital In-Car Video Evidence Control Log, Form 10.11.05.

**PROCEDURE:**

- I. OFFICER'S RESPONSIBILITY.** Involved Department employees will have access to review the recorded video files on the DICVS via the Department's Local Area Network (LAN). Not all court appearances or Department administrative hearings will require a physical copy of the recorded video file.

**Note:** For the purposes of Department administrative hearings, board members are encouraged to review the recorded video file on the Department's LAN.

Department employees requiring a copy of a DICVS recorded video file for court purposes or Department administrative hearings shall inform a Department supervisor within the concerned officer's command.

Upon completion of the court appearance or Department administrative hearing, the requesting employee shall ensure that one of the following dispositions occurs with the DICVS disc:

- \* Return the recorded video disc to the Area/division and destroy the disc in the presence of a supervisor;
- \* Provide an Automated Property Inventory Management System court receipt or a Property Receipt, Form 10.03.00, to a sworn supervisor if it is accepted into evidence by the court; or,

- \* Provide the name and contact phone number of the City Attorney, District Attorney, or Hearing Officer requesting to retain the recorded video disc in their case package to a supervisor.

In each case, the supervisor shall log the appropriate disposition on the Digital In-Car Video Evidence Control Log, which shall be maintained in the analyzed evidence locker at the concerned Area. Department employees are reminded that copies of the DICVS recorded video disc(s) **shall** be for official Department use only. Employees **shall not** retain a copy of the disc for their case file without the expressed permission of the commanding officer of the entity that is assigned the investigative responsibility for the incident. Employees may be subject to disciplinary action for the unauthorized duplication or retention of the discs.

**Note:** Access to video recordings by an officer who is the subject of an administrative investigation shall be handled in accordance with existing laws and Department policy, including Department Manual Section 3/579.13, titled *Digital In-Car Video System (DICVS) Use and Deployment*.

- II. **SUPERVISOR'S RESPONSIBILITY.** It shall be the responsibility of the supervisor to determine the justification for the employee's request. Supervisors can access DICVS recorded video file(s) by logging into the LAN and clicking on the COBAN link to process the request.
- III. **PROPERTY DIVISION'S RESPONSIBILITY.** The Property Division (PD) Courier Unit will be responsible for generating a Digital In-Car Video Evidence Control Log for each Area or division which has initiated a DICVS recorded video file request and delivering the recorded video file to the appropriate Area/division.
- IV. **WATCH COMMANDER'S RESPONSIBILITY.** The watch commander at the requesting Area/division or their designee of a supervisory rank shall acknowledge receipt of the DICVS recorded video disc(s) from the PD courier by signing the Digital In-Car Video Evidence Control Log.

When time constraints do not allow for the normal ordering process and a required DICVS recorded file is needed before the next scheduled courier delivery, the requesting Department employee shall ensure that the DICVS recorded file is retrieved from PD's Central Property Section's evidence counter. In such cases, the approving supervisor

shall follow the same procedures to request the disc through the COBAN link on the Department's LAN. Additionally, a telephonic request shall be made to PD's Central Property Section's watch commander to advise of the need to expedite the request.

**Note:** Department supervisors from non-geographic bureaus and divisions shall ensure that the DICVS recorded file is retrieved from PD's Central Property Section's evidence counter after completing the established procedures.

**V. AREA PROPERTY DISPOSITION COORDINATOR'S RESPONSIBILITY.**

The Area Property Disposition Coordinator shall monitor the DICVS recorded video disc(s) and the Digital In-Car Video Evidence Control Log, located in the analyzed evidence locker, to ensure the timely and proper disposition of the videos.

**VI. DIGITAL IN-CAR VIDEO EVIDENCE CONTROL LOG, FORM 10.11.05 - ACTIVATED.** The Digital In-Car Video Evidence Control Log is activated.

**A. Use of Form.** This form shall be used whenever a request is made for a DICVS recorded file.

**B. Completion.** The supervisor releasing the DICVS recorded file(s) shall ensure that the Digital In-Car Video Evidence Control Log is properly completed.

**C. Distribution.**

1 - Original, shall be retained by the Property Disposition Coordinator of the Area requesting the DICVS recorded file.

**1 - TOTAL**

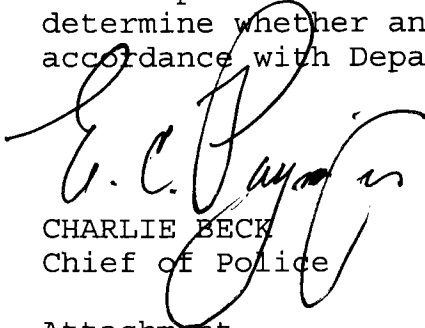
**FORM AVAILABILITY:** The Digital In-Car Video Evidence Control Log is available in the E-Forms on the Department's LAN. A copy of this form is attached for immediate use and duplication.

**AMENDMENTS:** This Order amends Section 3/579.13 of the Department Manual. The "Form Use Link" applicable to the Digital In-Car Video Evidence Control Log is accessible in Volume V of the Department Manual.

**MONITORING RESPONSIBILITY:** All commanding officers shall have monitoring responsibility for this directive.

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

A large, stylized handwritten signature in black ink, appearing to read 'C. Beck', is written over the typed name and title.

CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

Area \_\_\_\_\_

## DIGITAL IN-CAR VIDEO EVIDENCE CONTROL LOG

Page \_\_\_\_\_ of \_\_\_\_\_

Date \_\_\_\_\_

COURIER / TRANSPORTAION				OFFICER CHECKOUT				DISC RETURN / DESTRUCTION / DISPO			
# of Discs	<input type="checkbox"/> DR #	<input type="checkbox"/> Bkg #	<input type="checkbox"/> Cite #	<input type="checkbox"/> CF #	<input type="checkbox"/> Other #	Requesting Officer	Serial No.	Watch / Unit	Officer Returning Disc(s)	Serial No.	# of Discs
Courier / Transporting Officer						Supervisor Issuing to Officer		Serial No.	Supervisor Witnessing Destruction / Court Rcpt.		Serial No.
Watch Commander Receiving / Verifying						Officer Receiving / Checking Out		Serial No.	Date / Time Disc(s) Destroyed		
Date / Time Transferred						Date / Time Checked Out			If Provided to D.A. / C.A. / Hearing Officer. Name and Contact No.		
# of Discs	<input type="checkbox"/> DR #	<input type="checkbox"/> Bkg #	<input type="checkbox"/> Cite #	<input type="checkbox"/> CF #	<input type="checkbox"/> Other #	Requesting Officer	Serial No.	Watch / Unit	Officer Returning Disc(s)	Serial No.	# of Discs
Courier / Transporting Officer						Supervisor Issuing to Officer		Serial No.	Supervisor Witnessing Destruction / Court Rcpt.		Serial No.
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# of Discs	<input type="checkbox"/> DR #	<input type="checkbox"/> Bkg #	<input type="checkbox"/> Cite #	<input type="checkbox"/> CF #	<input type="checkbox"/> Other #	Requesting Officer	Serial No.	Watch / Unit	Officer Returning Disc(s)	Serial No.	# of Discs
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