

**LOS ANGELES POLICE DEPARTMENT**  
**Body Worn Video (BWV) Investigator / Detective Training**  
**XXX-XXXX-XXXX**  
**Lesson Plan**

**What's Ahead : 1 hour Course**

<b>Core value:</b>	◇ Integrity in all we say and do.
<b>Source Documents and/or Department Mandates:</b>	◇ Special Order No. 12, April 28, 2015 ◇ Operation Order No. 3, Aug 28, 2015 ◇ PSB Notice, Aug 28, 2015 ◇ OCPP Notice, Aug 28, 2015 ◇ Manual Section 3/579.15, <i>Body Worn Video Procedures</i>
<b>Handouts:</b>	◇ Special Order No. 12, April 28, 2015 ◇ Detective Quick Reference Sheet

**Instructional Goal:** To provide students with an increased understanding of Special Order 12, 2015 and the Department's policy/procedures as it pertains to Body Worn Video. Also, to ensure that students understand their role as Department employees as it relates to the selected topics.

**Performance Objectives:** Using group discussion, learning activities and practical application the students will:

- Understand the importance of promoting accountability and trust with our community.
- Demonstrate ability to search for videos, create a case, tag cases, share cases in Evidence.com
- Assist officers with completing reports and providing testimony in court

**I. BODY WORN VIDEO INTRODUCTION**

A. Introduction

1. Instructors (s)
  - a. Name and assignment
  - b. Experience
2. Contact information [REDACTED]

B. Brief overview of training goals and objectives

1. **ASK** the class if any of them have ever received a report that did not clearly explain the details of the incident or crime that occurred. Or at times left out key elements?
  - a. Have a volunteer summarize the incident
  - b. If no one in the class volunteers, summarize an incident that the instructor has knowledge of, to summarize the importance of evidence.
2. Debrief by highlighting the importance of capturing video evidence for case filing.

## II. BODY WORN VIDEO OVERVIEW

### A. **GROUP DISCUSSION:** Overview of Body Worn Video (BWV)

Purpose: To review the terminology, techniques, policy and procedure related to use of the Body Worn Video Camera

**Procedures:** Small group discussion conducted at an area police station

1. Conduct an open discussion to review the importance of Department Policy<sup>1</sup>
2. Review the BWV terminology and techniques to ensure consistency throughout the department
3. **Briefly** overview the key points related to Body Worn Video (BWV)
  - a. Ensure to point out issues specific to the audience, i.e.:
    - 1) Patrol officers
    - 2) Detectives
    - 3) Plain Clothes and Undercover Officers
    - 4) Supervisors
  - b. This overview is to ensure consistency in terminology and video evidence work flow of a detective case.

### B. Evidence.com process for Detective Investigations

1. **DISTRIBUTE:** Evidence.com User guides and Quick Reference Sheet
2. Briefly overview the handouts
3. Reinforce the key learning points
  - a. WHY IS IT HERE?
    - 1) Mayor, Chief, and Police Commission mandate
    - 2) Community and Department accountability
  - b. WHEN DO OFFICERS ACITVATE THE CAMERA?
    - 1) Vehicle Stops
    - 2) Pedestrian Stops
    - 3) Calls for Service
    - 4) Code 3 Response
    - 5) Foot Pursuit
    - 6) Searches
    - 7) Arrests
    - 8) Use of Forces
    - 9) In-Custody Transports
    - 10) Witness and Victim Interviews
    - 11) Officer's Judgment
  - c. WHEN DO OFFICER'S END THE VIDEO?
    - 1) When the Officer's investigation or enforcement activity has completely ended with a member of the public.
  - d. HOW CAN I REVIEW THE VIDEO?
    - 1) Detectives can review the Body Worn Video once the Officer has uploaded the BWV.

## III. PRACTICAL APPLICATION – Evidence.com software functionality

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<sup>1</sup> Special Order 12, April 28, 2015

1. Demonstrate Evidence.com case search Process
  - a. Select Evidence
  - b. Select All Evidence
  - c. Enter search criteria by filling in the following search fields
    - 1) In the "Owner" Field, type in Officer's serial number.
    - 2) In the "ID" field, type in the incident number if available.
    - 3) In the "Recorded Date & Time" field type in the date and time of incident.
  - d. Search results will be displayed at the bottom of the page.
2. Demonstrate Creating a Case
  - a. Select "Case" tab
  - b. Select "Create Case" tab
  - c. In the ID field, enter your DR number, and select submit.
  - d. "No results" message will display
  - e. Select my cases
  - f. Identify your case and select it
  - g. Now you can add evidence to your case
  - h. Select add evidence
  - i. Search for your evidence by filling in Owner, ID, Date& time Field
  - j. Select search
  - k. Identify the evidence you would like to attach to your case by selecting the check box.
  - l. Select the "add to case" tab.
  - m. Select yes to add the evidence to your case
  - n. If you would like to add additional evidence to your case, select add more evidence. If not, select, return to case.
  - o. Select the edit icon on the categories line and select a category on the drop down menu. Select add
  - p. Enter your security answers and select OK and select "Done" tab.
  - q. Select the "tag" edit icon, enter your incident number and select "Done" tab.
  - r. You can verify your evidence has been added by selecting the "all evidence" folder located on the left of the screen. Verify your evidence is located at the bottom of the screen.
3. Demonstrate sharing video evidence with district attorney and/or city attorney Or within the organization
  - a. Select "Case" tab
  - b. Locate and select your case.
  - c. Open it
  - d. Select "share case" tab
  - e. Select share within the organization, or the specific branch responsible for filing your case.
  - f. Type in the organization or individual you would like to share your case with.
  - g. You will also have an option to send a message to the recipients.
  - h. Select "Share"
4. Login to Evidence.com and Categorizing/Tagging Video
  - a. In the browser type in [REDACTED], and proceed to type in user name and password.
  - b. Select "Tags" icon located on the lower right of the video
  - c. Select "Edit" Icon located next to the desired Category
  - d. Categorize your video by clicking on the drop down menu and selecting the appropriate type of category from the dropdown list.

## **B. CLOSING**

Reinforce the key learning points:

1. Officers are required to document any portion of an incident captured on BWV system under the heading "Photos, Recordings, Video, DICV, BWV and Digital Imaging" on all administrative and investigative reports. Officers shall document the existence of a BWV recording on all necessary forms including the City Attorney Disclosure Statement.
2. The accuracy of police reports, officer statements, and other official documentation is essential for the proper administration of justice and complying with the Department's obligation to maintain full and complete records of enforcement and investigative activities. It also is consistent with the 117d Subsection of the Consent Decree.
3. Promoting accountability in the community and the department is essential to the Department's 2015 goals of Community Engagement and Crime Reduction.
4. Deterring criminal activity and uncooperative behavior during police-public interactions and the collecting of evidence for use in criminal investigations and prosecutions.
5. BWV will potentially aid in the Preservation of Life and Fair and Impartial treatment of all involved.
6. Assist in resolving complaints against officer including false allegations by members of the public.