

Body Worn Video (BWW)

LOS ANGELES POLICE DEPARTMENT
LOS ANGELES POLICE DEPARTMENT

Detective Training

**Information Technology Bureau-Tactical Technology Section
Instructional Training**



Training Objectives

- Special Order 12, Dated April 28, 2015
- Camera Overview
- Accessing Evidence.com / Searching videos
- Creating a Case in Evidence.com
- Adding / Updating data to videos and cases
- Share Cases with the District Attorney & City Attorney



Los Angeles Police Department

Body Worn Video Orders & Notices

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

April 28, 2015

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON APRIL 28, 2015

SUBJECT: BODY WORN VIDEO PROCEDURES - ESTABLISHED

PURPOSE: The purpose of this Order is to inform Department personnel of the responsibilities and procedures for the use and deployment of Body Worn Video (BWV).

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 3

August 28, 2015

SUBJECT: PROCEDURES FOR DEPLOYMENT AND USAGE OF BODY WORN VIDEO DURING TRANSITION PERIOD

PURPOSE: On April 28, 2015, the Board of Police Commissioners approved the use of the Body Worn Video (BWV) by Department sworn personnel to record enforcement and investigative contacts with the public. The BWV is intended, but not limited to, enhancing:

OFFICE OF CONSTITUTIONAL POLICING AND POLICY

NOTICE
1.14

August 28, 2015

TO: All Department Personnel

FROM: Director, Office of Constitutional Policing and Policy

SUBJECT: PROCEDURES REGARDING AUTHORIZED ACCESS BY DEPARTMENT PERSONNEL TO BODY WORN AND DIGITAL IN-CAR VIDEO RECORDINGS



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Camera Equipment Overview

Camera Details

- 12-14 Hour Battery
- 130° Camera
- 30 sec. Pre-Event
- Connected Device

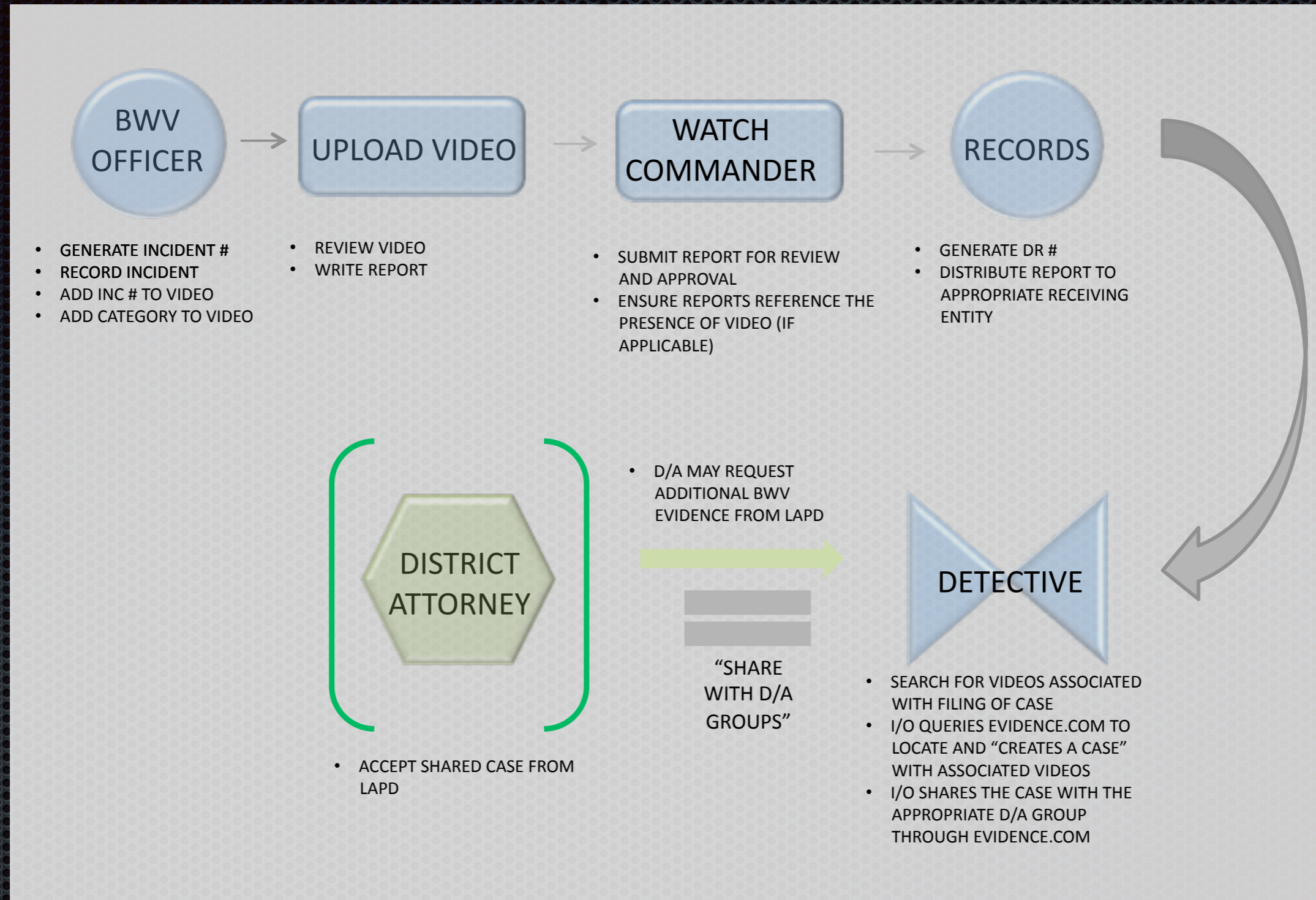


Dock / Uploading Process

- Charges Camera
- Uploads Video to Evidence.com
- Syncs Time
- Updates Operating System

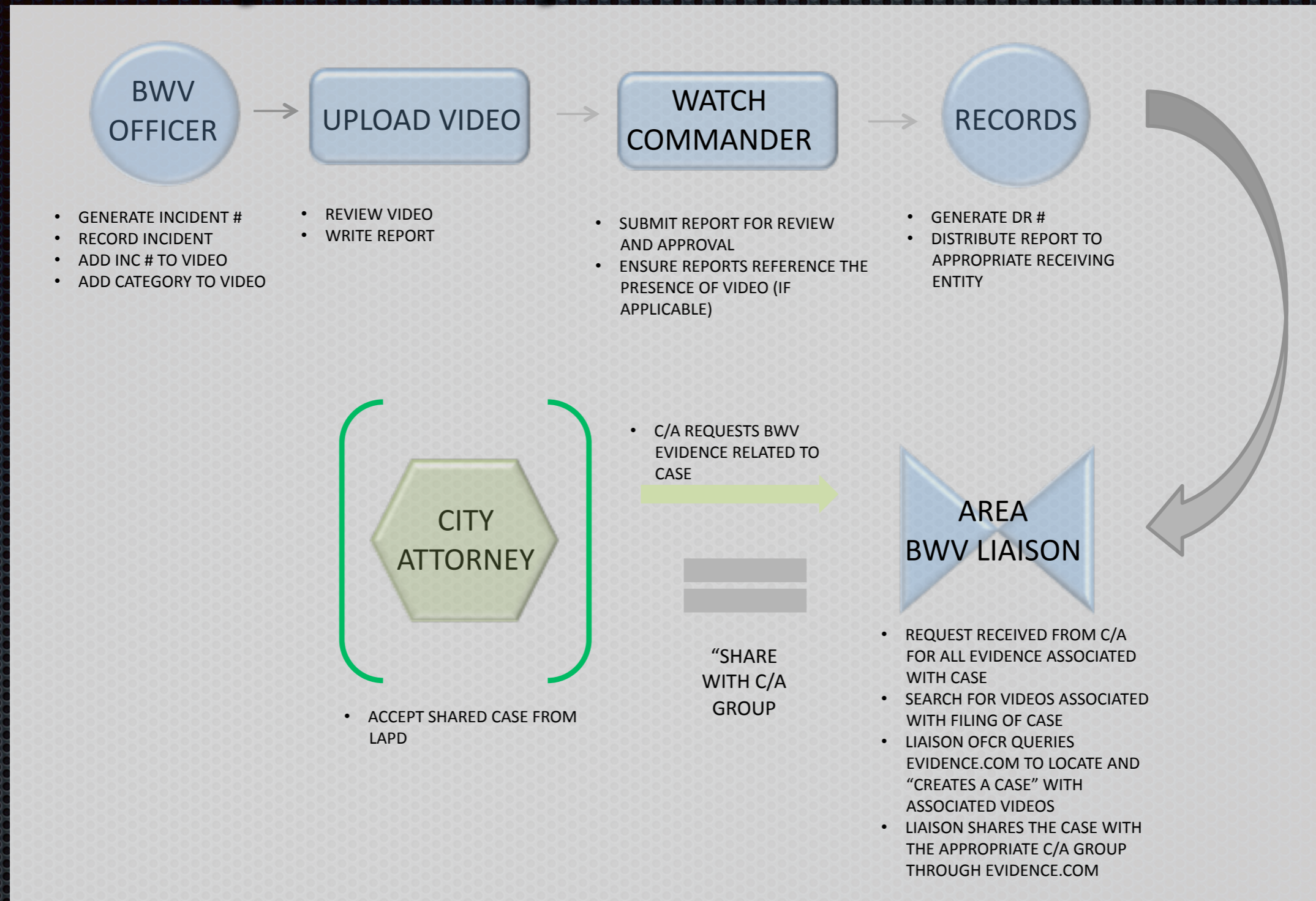


District Attorney Workflow for BWV



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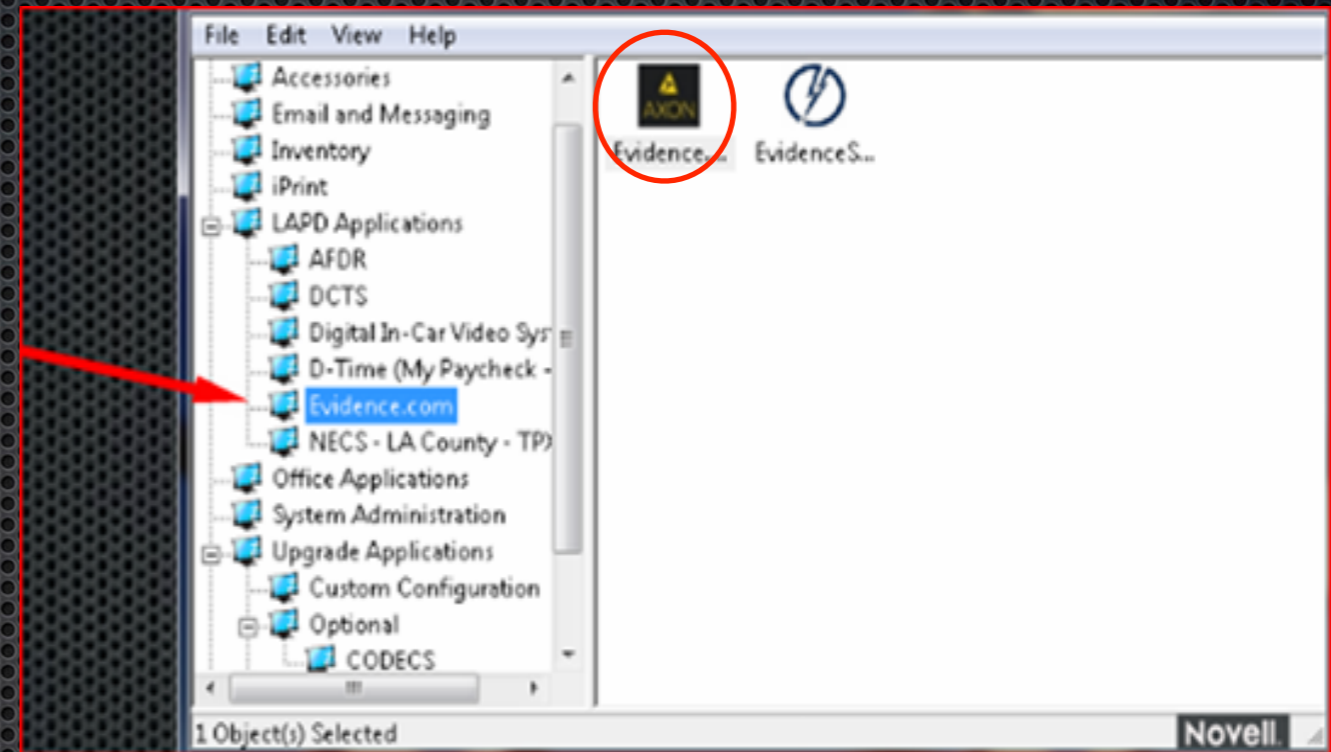
City Attorney Workflow for BWV



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Launching the Application

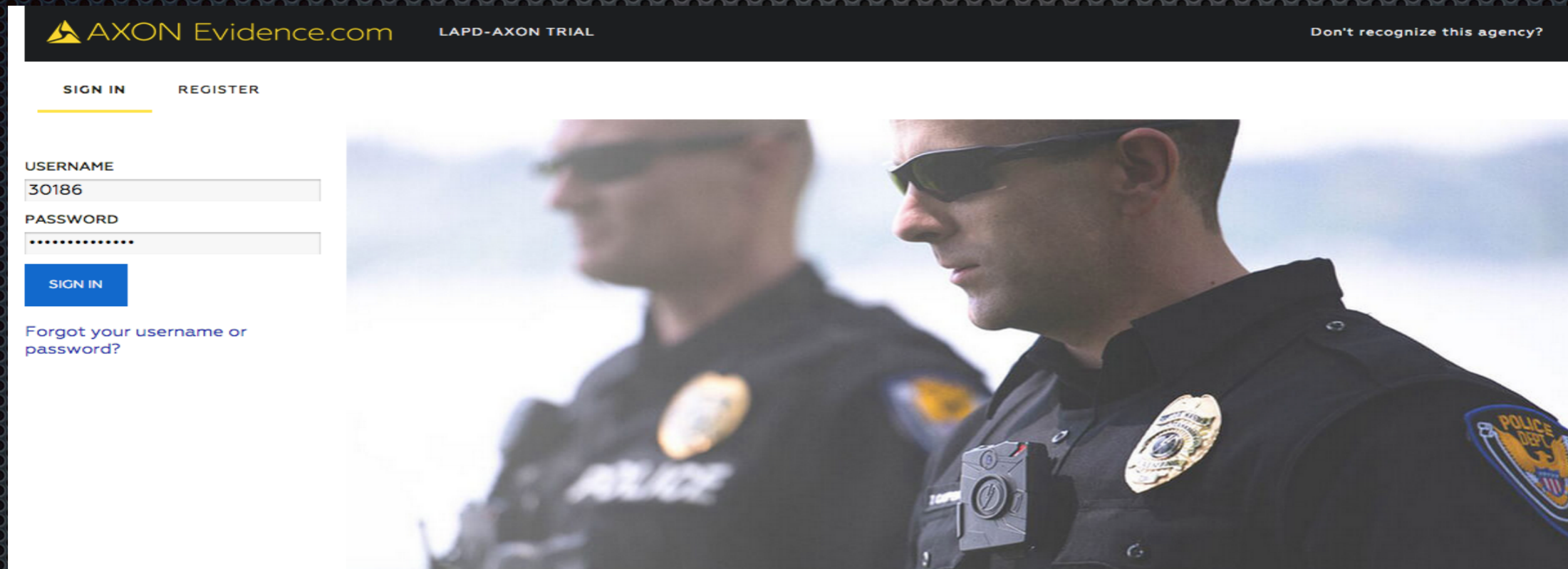
- To Access video, you must have an Evidence.com Account
- In the Applications Launcher, Select the “Evidence.com” Icon
- Select the Axon Icon which will launch the Evidence.com webpage



Los Angeles Police Department

Logging On

- Enter your Evidence.com Username (Serial No.) & Password
- Click “Sign In”



AXON Evidence.com LAPD-AXON TRIAL Don't recognize this agency?

SIGN IN REGISTER

USERNAME
30186

PASSWORD
.....

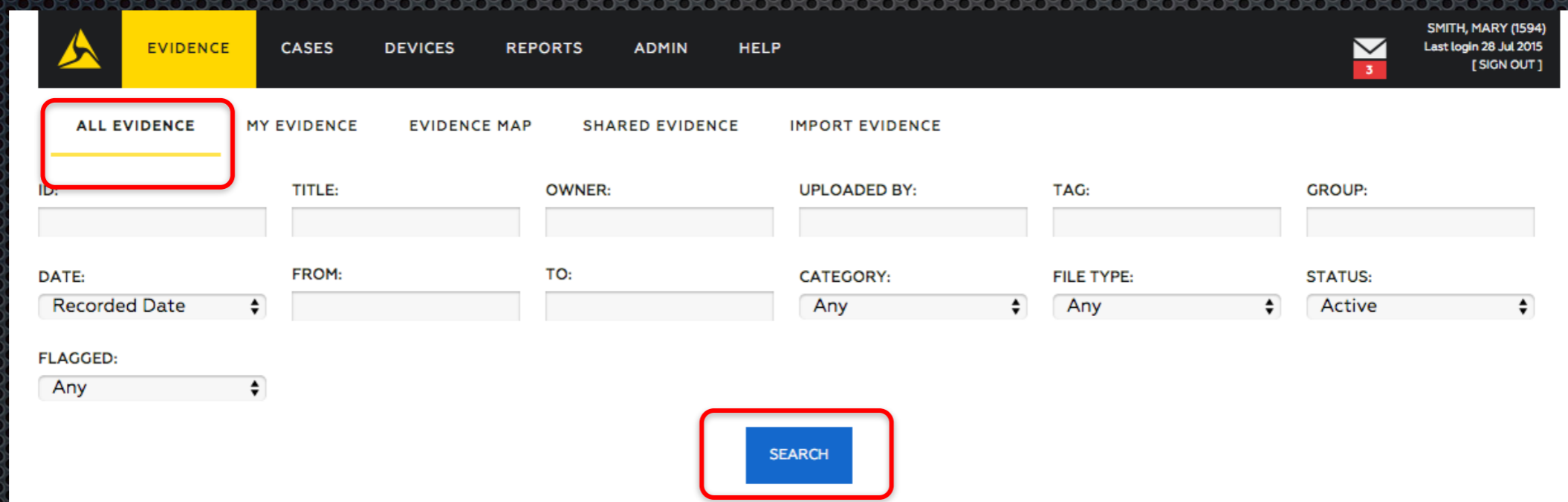
SIGN IN

Forgot your username or password?



How to Search for Videos

- Select the “Evidence Tab” and then Select “All Evidence”
- Investigators can Search for videos from any of the below fields
 - * Common Searches - Ofcr Name, Serial No., Date/Time & Inc No.
- You can also Search by “Category” (i.e. - Fel Arrest, Misd Arrest)
 - * Categories are entered by the Ofcr when the video is created and added to by Supervisors and Detectives



The screenshot shows a web application interface for searching evidence. At the top, there is a navigation bar with tabs: EVIDENCE (highlighted in yellow), CASES, DEVICES, REPORTS, ADMIN, and HELP. In the top right corner, the user's name 'SMITH, MARY (1594)' and last login 'Last login 28 Jul 2015' are displayed, along with a notification icon showing '3' and a '[SIGN OUT]' link. Below the navigation bar, there are several tabs: ALL EVIDENCE (highlighted with a red box), MY EVIDENCE, EVIDENCE MAP, SHARED EVIDENCE, and IMPORT EVIDENCE. The main search area contains several input fields and dropdown menus: ID: (text input), TITLE: (text input), OWNER: (text input), UPLOADED BY: (text input), TAG: (text input), GROUP: (text input), DATE: (dropdown menu with 'Recorded Date' selected), FROM: (text input), TO: (text input), CATEGORY: (dropdown menu with 'Any' selected), FILE TYPE: (dropdown menu with 'Any' selected), STATUS: (dropdown menu with 'Active' selected), and FLAGGED: (dropdown menu with 'Any' selected). A blue 'SEARCH' button is located at the bottom center, highlighted with a red box.

- After Completing your Search Criteria, Select “Search”



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Results Page / Video Player

The screenshot shows the 'EVIDENCE' section of a web application. At the top, there are navigation tabs: EVIDENCE, CASES, DEVICES, REPORTS, ADMIN, and HELP. Below this, there are sub-tabs: ALL EVIDENCE, MY EVIDENCE, EVIDENCE MAP, SHARED EVIDENCE, and IMPORT EVIDENCE. A search filter section includes fields for ID, TITLE, OWNER, UPLOADED BY, TAG, and GROUP. Below these are dropdown menus for DATE (set to 'Recorded Date'), FROM, TO, CATEGORY (set to 'Any'), FILE TYPE (set to 'Any'), and STATUS (set to 'Active'). A 'SEARCH' button is located below the filters. Below the search bar, there are action buttons: UPDATE ID, ADD CATEGORY, REASSIGN, REDACT, SHARE, DOWNLOAD, DELETE, RESTORE, and EXPORT. A status bar indicates '91 Files Found | 0 files selected' and 'PAGE LAYOUT: Table'. The main content is a table with columns: ID, CATEGORY, TITLE, FILE TYPE, OWNER, UPLOADED BY, UPLOAD DATE, RECORDED DATE, STATUS, and DURATION. Three rows of data are visible, each with a checkbox in the ID column and a title starting with 'Screen Shot 2015-07-20 at 3.12.56 PM.png'. A red arrow points from the first row's title to the video player in the adjacent screenshot.

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<input type="checkbox"/> Add	Pending Review	Screen Shot 2015-07-20 at 3.12.56 PM.png	Image	Guarino, Michelle	Guarino, Michelle	22 Jul 2015 - 17:53:45	22 Jul 2015 - 17:53:43	Active	N/A
<input type="checkbox"/> Add	Pending Review	Screen Shot 2015-07-20 at 3.12.56 PM.png	Image	Guarino, Michelle	Guarino, Michelle	22 Jul 2015 - 17:53:17	22 Jul 2015 - 17:53:16	Active	N/A
<input type="checkbox"/> Add	Pending Review	Screen Shot 2015-07-20 at 3.12.56 PM.png	Image	Guarino, Michelle	Guarino, Michelle	22 Jul 2015 - 17:52:40	22 Jul 2015 - 17:52:39	Active	N/A

- Select the Title You Would Like to View by Clicking the Blue Link

The screenshot shows the video player interface for a specific evidence item. The top navigation is the same as the search results page. The main content area displays the video player for '10-7-14 foot pursuit'. The video shows a car's interior with a steering wheel and a laptop. The date '10/07/14' is visible in the bottom left of the video frame. Below the video is a playback control bar with buttons for play/pause, stop, next, previous, and a progress slider. To the right of the video player is a sidebar with various controls and information: 'Assigned To: Stover, Jim (36411)', 'Recorded: 07 Oct 2014 11:19:49 -07:00', 'Uploaded On: 07 Oct 2014 15:02:27 -07:00', 'Uploaded By: Oh, Jin (39565)', 'Deletion scheduled for: Unscheduled (Existing Case)', 'File Size: 23.9 MB'. There are also buttons for 'FLAG', 'SHARED (2)', and 'ADD TO CASE'. Below these are sections for 'CASES' (LADA Test Case), 'CATEGORIES', 'TAGS', and 'LOCATION'.

Playback, Forward, & Rewind Functions



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Creating a Case

Detective Quick Reference Guide - Filing a Case

1. After Signing in, Select Evidence Tab & All Evidence
2. Fill the Search Fields to Narrow your Results
3. Select Search

4. Select the Video by Clicking the Blue Link
5. Fill the Search Fields to Narrow your Results

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
15-19-9876543	None	Screen Shot 2015-07-22 at 3:12:30 PM.png	Image	Guillermo, Michelle	Guillermo, Michelle	22 Jul 2015 - 17:52:40	22 Jul 2015 - 17:52:40	Active	N/A
15-19-9876543	None	Screen Shot 2015-07-22 at 3:12:30 PM.png	Image	Guillermo, Michelle	Guillermo, Michelle	22 Jul 2015 - 17:52:40	22 Jul 2015 - 17:52:40	Active	N/A
15-19-9876543	None	Screen Shot 2015-07-22 at 3:12:30 PM.png	Image	Guillermo, Michelle	Guillermo, Michelle	22 Jul 2015 - 17:52:40	22 Jul 2015 - 17:52:40	Active	N/A

6. Review Video

7. Select "Case" Tab then "Create a Case"

8. Name Case (DR # or Inc #)
9. Select "Submit"

Continued on Reverse Side
1

10. Select "ADD EVIDENCE"
11. Search for your Videos (Steps 1-3)

12. Check One or More Videos
13. Select "Add to Case"

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
15-19-9876543	None	Asan Body Video 2015-08-26 0106	Video	Marrin, Michael	Marrin, Michael	26 Aug 2015 - 01:06:42	26 Aug 2015 - 01:06:42	Active	6:01
15-19-9876543	None	Asan Body Video 2015-08-26 0043	Video	Marrin, Michael	Marrin, Michael	26 Aug 2015 - 02:01:27	26 Aug 2015 - 00:43:45	Active	8:54

14. Select Edit Icon
15. Choose a Category from the Dropdown
16. Select "Add" then "Done"
17. Select "Tags"
18. Insert Freeform Text (i.e.- Inc #, Descriptor)
19. Select "Share Case"

20. Select "Share With Partner Agency"
21. Select "NEXT"

22. Select the Correct Filing Branch (CA or DA)
23. Select "SUBMIT"

You have Successfully Shared a Case
Prepared By: Information Technology Bureau

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Adding Categories or Tags

- You can add Categories or Tags to a Video By Clicking the Edit Icon then Selecting the Appropriate type of Category from the Drop Down List.

The screenshot illustrates the process of adding categories and tags to a video. It is divided into two main sections: 'CASES' and 'CATEGORIES'.

CASES Section: This section lists video cases with IDs such as APD20150522 and APD07132015. An edit icon (a pencil inside a square) is highlighted with a red box. A red arrow points from this icon to the text in the adjacent list item. Below the cases, a dropdown menu is open, showing a list of categories: 'Example Category', 'Officer Injury', 'Pending Review', 'Traffic Stop' (which is selected with a checkmark), 'Training Demo', and 'Use of Force'. The 'Training Demo' option at the bottom of the list is crossed out with a red 'X'.

CATEGORIES Section: This section shows the 'Traffic Stop' category selected in a dropdown menu. Below the menu, there are two blue buttons: 'ADD' and 'DONE'. The 'ADD' button is highlighted with a red box. Below these buttons, the text 'Training Demo' is shown with a red 'X' next to it, indicating it is not the selected category.

Other visible elements include an 'ADD A CLIP' button, a 'TAGS' section, and a 'LOCATION' field.

- Click "Add" when you are Finished
- You can add multiple "Categories" & "Tags" for each video



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Sharing a Case for Filing

- Always Select “Share with Partner Agency”
- When Searching for the DA or CA, select the Correct Filing Branch
- Videos with sensitive material should be sent to the “Restricted Access” Group as highlighted

Status: Active

DESCR

No d

CATEC

TAGS

Case Share

Add Agency Members [?]

Send Download Link [?]

Share With Partner Agency [?]

CANCEL NEXT

EVIDENCE CASES DEVICES ADMIN HELP

NUNEZ, F
Last log

MY

Share With Partner Agency

da -

Group: DA Van Nuys, Agency: DA - Los Angeles County District Attorney's Office Manage independently.

Group: DA Restricted Access (Supervisors Only), Agency: DA - Los Angeles County District Attorney's Office

Group: DA San Fernando, Agency: DA - Los Angeles County District Attorney's Office

Group: DA Sylmar Juvenile, Agency: DA - Los Angeles County District Attorney's Office Markers

OPTIONAL MESSAGE TO RECIPIENT(S)

CASE EVIDENCE

10-7-14 foot pursuit

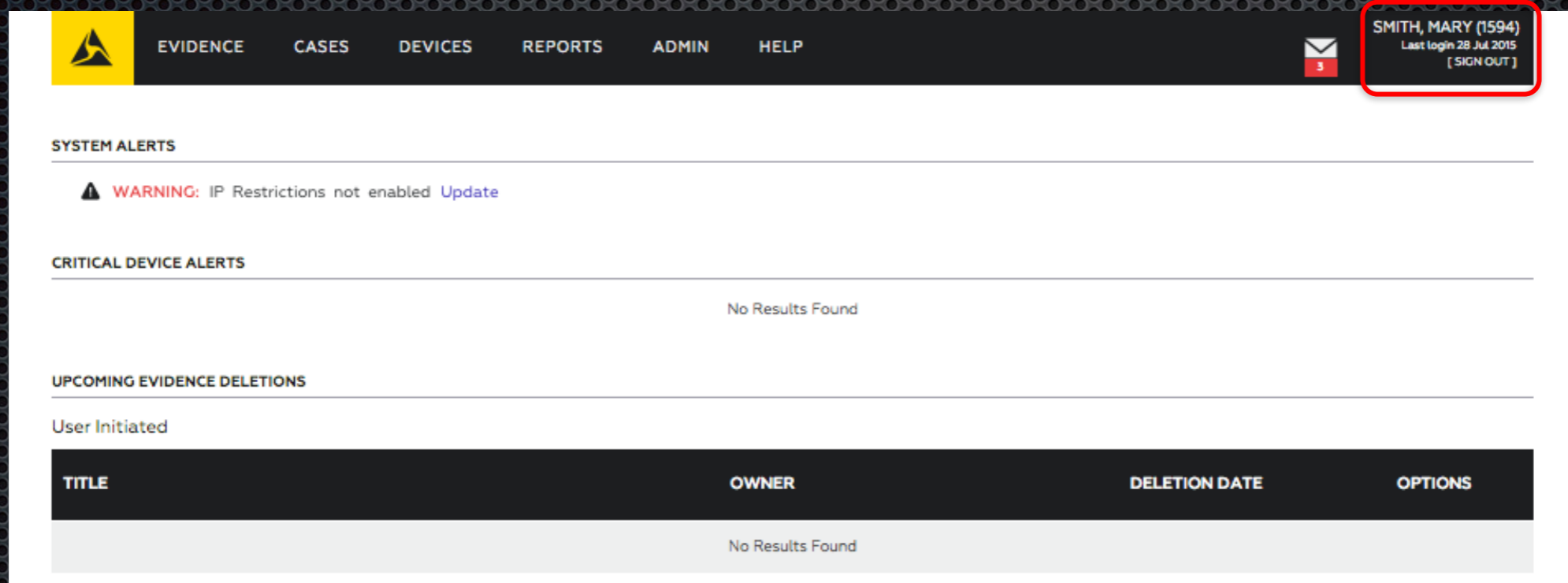
CANCEL SHARE



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Logging Off the System

- To Log Off, Click the “Sign Out” Link Below your Name



The screenshot shows a web application interface with a dark header. On the left, there is a yellow logo. The header contains navigation tabs: EVIDENCE, CASES, DEVICES, REPORTS, ADMIN, and HELP. On the right, there is a notification icon with the number 3 and a user profile dropdown menu. The user profile dropdown is highlighted with a red box and contains the text: SMITH, MARY (1594), Last login 28 Jul 2015, and [SIGN OUT]. Below the header, there are three sections: SYSTEM ALERTS, CRITICAL DEVICE ALERTS, and UPCOMING EVIDENCE DELETIONS. The SYSTEM ALERTS section contains a warning message: WARNING: IP Restrictions not enabled Update. The CRITICAL DEVICE ALERTS section contains the text: No Results Found. The UPCOMING EVIDENCE DELETIONS section contains the text: User Initiated. Below this, there is a table with the following columns: TITLE, OWNER, DELETION DATE, and OPTIONS. The table contains the text: No Results Found.



Technical Support

Email:

Regular Business Hours:

Emergency Notifications:



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