

LOS ANGELES POLICE DEPARTMENT
Body Worn Video (BWV) Officer Training
XXX-XXXX-XXXX
Lesson Plan

What's Ahead: 1.5 hour Course

Core value:	◇ Integrity in all we say and do.
Source Documents and/or Department Mandates:	◇ 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>
Handouts:	◇ Body Worn Video User Guide ◇ Body Worn Video User Checklist ◇ Special Order No. 12, April 28, 2015

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 record, download, and retrieve video from the device and Evidence.com
- ❑ Understand how and when to use the Camera and the importance of recording all Investigative or Enforcement activity with members of the public.
- ❑ Deter criminal activity and uncooperative behavior during police-public interactions
- ❑ Assist officers with completing reports and providing testimony in court and Collect evidence for use in criminal investigations and prosecutions.

I. BODY WORN VIDEO INTRODUCTION

A. Introduction

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

B. Brief overview of Instructional goals and Performance objectives

Procedures: Large group activity

1. **ASK** the class if any of them have been involved in an incident where a basic traffic stop or radio call escalated into a High Risk stop or Use of Force incident with minimal warning

- 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 public perception and accountability.
2. Debrief by highlighting the importance of accurate accountability and the collection of evidence to support police actions.

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: Large group discussion conducted at an area police station

1. Conduct an open discussion to review the importance of Department Policy¹
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)

◇ *(Officer shall record all Investigative or Enforcement activity with members of the public)*

- a. Ensure to point out issues specific to the audience, i.e.:
 - 1) Patrol officers *(Shall wear BWV while assigned to Patrol)*
 - 2) Detectives *(Importance of including BWV evidence in criminal case for filing)*
 - 3) Plain Clothes and Undercover Officers *(Understanding of Patrol officers responsibility to record all encounters with public and exceptions for Undercover operations)*
 - 4) Supervisors *(New responsibilities related to auditing and documentation of the BWV evidence)*
- b. Debrief to ensure consistency in terminology and not to address every nuance of a BWV.
- c. Each point will be thoroughly addressed during the learning activities and practical application of BWV.

B. BWV Response to Field Situations

1. **DISTRIBUTE:** BWV User guides and Special Order 12, April 28 2015
2. Briefly overview the handouts
3. Reinforce the key learning points
 - a. WHY ARE WE USING BWV?
 - 1) Mayor, Chief, and Police Commission mandate
 - 2) Community and Department accountability
 - b. WHEN DO YOU USE IT?
 - 1) Vehicle Stops
 - 2) Pedestrian Stops

¹ Special Order 12, April 28,2015

- 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 YOU STOP RECORDING?
- 1) When the investigation or enforcement activity has ended.
- d. WHEN CAN I REVIEW MY VIDEO?
- 1) Officers are required to review BWV prior to documenting all police activity.
- ◇ *Note: Reference Special Order 12 for exceptions to use of BWV device , i.e. (Victim / Witness statements, Confidential / Sensitive locations, CAT UOFS)*

III. PRACTICAL APPLICATION – Body Worn Video Camera Use and Deployment

A. **LEARNING ACTIVITY:** Preparing for Field Deployment BWV – Demonstration

Procedures: Large group activities

1. Assemble the students together near the center of the training location
2. Demonstrate typical location / placement of the BWV Camera
 - a. BWV camera is worn on the outside of an officer's uniform, facing forward to make video and audio recordings.
3. Demonstrate operational features of the camera
 - a. Power switch button located at the top of the device
 - b. Lens located on the front, top center of the device
 - c. Event button located on the front center of the device
 - d. Device status LED located to the right of the event button
 - e. Battery LED indicator located around the event button, visual in a back lit form.
 - f. Volume button located under the device
4. Pairing the device with the camera
 - a. Power on Camera switch to red position/LED indicator will blink red
 - b. To begin recording double tap on event button
 - c. To stop recording press and hold the event button for five seconds
 - d. There will be an audible notification in both instances.
5. Inspection and testing of BWV equipment before each deployment
 - a. Visually inspect camera device, viewing device, and camera mounting piece.
 - b. Create a short video and view it on the viewer
 - 1) Inspect for a cracked lens
 - 2) On the viewer, while viewing recording, select camera details. Review battery level and storage space available.
6. Demonstrate download procedures on Evidence Transfer Manager – (ETM) Docking Station.
 - a. Insert the camera into the Evidence Transfer Manager to charge and upload video
7. Login to Evidence.com and Review / 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.
8. Malfunctions or damaged equipment procedures
- a. Officer shall notify an on-duty supervisor
 - b. Complete a 15.07
 - c. Turn in malfunctioning or damaged equipment to the kit room officer and obtain a functional BWV before deploying to the field.

IV. PRACTICAL APPLICATION: BWV Exceptions as related to Deployment/ Field Interactions

Procedures: Large group activity

A. Learning Activity: EXCEPTIONS - Officers are ***not*** required to activate and record investigative or enforcement encounters with the public when:

- a. In the officer's judgment, a recording would interfere with his or her ability to conduct an investigation, or may be inappropriate, because of the victim or witness's physical condition, emotional state, age, or sensitive circumstances (e.g., a victim of rape, incest, or other form of sexual assault);
 - b. A witness or victim refuses to provide a statement if recorded and the encounter is non-confrontational;
 - c. Situations where recording would risk the safety of a confidential informant, citizen informant, or undercover officer; or
 - d. In patient-care areas of a hospital, rape treatment center, or other healthcare facility unless an enforcement action is taken in these areas.
2. Provide the students the opportunity to apply the knowledge, skills and training they have received in the area of BWV by;
- 9. Allowing students to wear camera in class and initiate a short video recording for training purposes. Then, proceed to download video for further review on Evidence.com (*Officers are also provided additional instruction on the policy that governs making a short video every day and Categorizing all videos*)

B. GROUP DISCUSSION: POLICY

Procedures: In a large group read the situations to the class and discuss the correct response

- 1. *Patrol officers are assigned to a two-officer unit working uniform patrol. The officers are both equipped with BWV equipment and all equipment has been inspected and in good working order. The officers receive a radio call of a 415 man at a business refusing to leave at 100 Central Ave. Suspect is M/H, 5-6, 140lbs, Blue T-shirt and White pants. Officers respond and observe a possible suspect in the doorway to the above location yelling at patrons inside business.*
 - a. When must the officers activate the BWV Camera?
 - b. When should they stop recording the incident?

Facilitate a discussion, reinforce the correct response

- c. Officers must begin recording after receiving the radio call.
 - d. Officers can stop recording after the investigative or enforcement activity involving a member of the public has ended.
2. *Patrol officers are assigned to a two-officer unit working uniform patrol. The officers are both equipped with BWV equipment and all equipment has been inspected and in good working order. Officers receive a station call to respond to California Hospital for a possible Sexual Assault victim. See PR – Nurse Gomez for info and direction.*
- a. Is this an appropriate use of the BWV device? If not why?

Facilitate a discussion, reinforce the correct response

- a. **No.** Officers shall not record in patient-care areas of a hospital, rape treatment center, or other healthcare facility unless an enforcement action is taken in these areas. And, a BWV recording would be inappropriate, because of the victim or witness's physical condition, emotional state, age, or sensitive circumstances (e.g., a victim of rape, incest, or other form of sexual assault);

C. **Further Discussions:** Use Of Forces with BWV

Procedure: Large group activity

1. Officers responsibilities when involved in a BWV Categorical use of Force
 - a. Officer shall provide the BWV camera to an on-duty supervisor at the location of the incident
 - b. Officers shall not review his or her BWV until authorized by Force Investigation Division (FID).
 - c. Officer **SHALL** review their BWV prior to being interviewed.
2. Supervisors responsibilities in a Categorical Use Of Force investigation
 - a. Supervisors assigned to any unit with BWV-equipped officers must take possession of an officer's BWV equipment when the officer is involved in a Categorical Use of Force.
 - b. Ensure recording has stopped
 - c. Power off camera
 - d. Maintain custody until transferred to FID personal.
 - e. Supervisors shall **NOT** view the BWV recording without authorization of FID.
3. Non-Categorical Use of Forces
 - a. Officers are required to review all BWV recordings for complete and accurate documentation. (Including additional officers videos that are deemed pertinent to the NON-CAT Use of Force.

V. **BODY WORN VIDEO EMPLOYEE RESPONSIBILITIES**

A. Officer's Responsibilities²

1. The BWV camera is worn on the outside of the officer's uniform, facing forward to make video and audio recordings.
2. Officers shall activate their BWV device prior to initiating any investigative or enforcement activity involving a member of the public.

² Special Order 12, April 28, 2015 – page 2

3. If an officer is unable to activate his or her BWV prior to initiating any enforcement or investigative activity, the officer shall activate the device as soon as practical and safe to do so.
 4. Officers shall continue recording until the investigative or enforcement activity involving a member of the public has ended. If enforcement or investigative activity with a member of the public resumes, the officer shall activate the BWV device and continue recording
 5. Officers shall document all reasons for delays in recording, or fails to record, or interrupts the recording or terminations in the comments field of the incident in the Computer Aided Dispatch (CAD) System, Daily Field Activity Report (DFAR / TFAR), Sergeant's Daily Report, Metropolitan Officer's log, or gang Enforcement Detail – Supervisor's Daily report.
 6. Officers shall **not** copy, edit, alter, erase, or otherwise modify in any manner the BWV recordings except as authorized by law or Department Policy.
 7. Officers are encouraged to inform individuals that they are being recorded when feasible. However, they are **not** required to obtain consent from members of the public when the officer is lawfully in the area. In addition, officers are **not** required to play back BWV for the public.
 8. BWV shall **not** be used to record Department personnel during briefings, meetings, roll calls or while in private spaces such as locker rooms or restrooms.
 9. Officers' assigned BWV cameras shall **not** use any other type of video or audio recording devices.
 10. Officers shall inspect and test their BWV daily and document the results of their inspection in the comments field of the Computer Aided Dispatch (CAD) System, Daily Field Activity Report (DFAR / TFAR), Sergeant's Daily Report, Metropolitan Officer's log, or gang Enforcement Detail – Supervisor's Daily report.
 11. If the officer's BWV malfunctions or is damaged, the officer shall notify an on-duty supervisor and complete an Employee Report 15.07. Then, the officer is required to provide the damaged BWV to the kit room officer and obtain a functional BWV before deploying to the field.
 12. Officers shall identify each incident recorded on the BWV by event type and other content that best describes the video.
 13. At the end of each shift, officers shall upload all BWV recordings to secure storage by docking the device at the station.
 14. Officers shall review BWV recordings on their assigned device or authorized computer prior to documenting and incident.
 15. If involved in Categorical Use of Force, officers shall **not** review any BWV until authorized by Force Investigation Division (FID). Officer shall be permitted to view their BWV prior to being interviewed,
 16. 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.
- B. Kit Room Officer's Responsibilities³
1. Conduct daily inspections of all BWV docking equipment to ensure proper working order
 2. Inspect any BWV device returned to the kit room as inoperative
 3. Assign spare unit to sworn personnel who turned in defective or inoperable unit
 4. Provide a copy of the assigned officers 15.07 documenting the inoperable equipment to the Area Training Coordinator along with the BWV device.

³ Special Order 12, April 28, 2015 – page 7

C. Supervisor's Responsibilities⁴

1. Supervisors shall ensure that all officers assigned a BWV equipment have completed the Department-required training and are familiar with the policy
2. Supervisors shall conduct periodic inspections of officers assigned BWV equipment and ensure that the cameras are properly affixed to the officer's uniforms and are fully operable
3. Supervisors shall ensure officers upload all BWV recordings at the end of their shifts
4. Supervisors shall review relevant BWV recordings prior to submitting any administrative reports
5. Supervisors investigating a Non-Categorical Use of Force shall allow involved officers to review all BWV recordings to ensure complete and accurate reports of the incident
6. Supervisors shall take possession of an officer's BWV equipment when the officer is involved in a Categorical Use of Force, ensure the recording has stopped, power off the camera, and maintain custody until transferred to FID personnel
7. Supervisors shall **not** view the BWV recording of a Categorical Use of Force without express authorization of FID

D. W/C Responsibilities⁵

1. W/C's are encouraged to periodically conduct roll call training on the expectations, use and maintenance of the BWV equipment and debrief BWV incidents of value
2. WC shall review any deviations from the BWV policy and procedures and take appropriate action
3. W/C shall ensure all BWV anomalies identified by the Area Training Coordinator have been addressed and all appropriate documentation is reviewed by the Commanding Officer
4. W/C shall review supervisor inspections regarding defective BWV equipment and ensure necessary steps are taken to have issues resolved
5. W/C shall review Sergeant's Daily Reports to ensure inspections of sworn personnel assigned BWV units are being conducted and documented

E. Training Coordinator Responsibilities⁶

1. Training Coordinators shall verify officers have been trained on the use and deployment of BWV equipment
2. Training Coordinators shall document all employees who have been trained on the use of BWV into LMS
3. Training Coordinators shall ensure all employees transferring into the Area receive proper training on the use and deployment of BWV
4. Training Coordinators shall review al Employee's Reports (15.07) documenting inoperable equipment and facilitate the equipment's repair
5. Training Coordinators shall deliver all inoperable equipment to Information Technology Bureau – Tactical technology Section
6. Training Coordinators shall notify the W/C or OIC's in the event that it appears that the BWV equipment has been tampered with

F. Commanding Officer Responsibilities⁷

1. Area Commanding Officers are responsible for ensuring compliance with the BWV training, policies, and procedures by regularly monitoring and inspecting BWV equipment within their command

⁴ Special Order 12, April 28, 2015 – page 5

⁵ Special Order 12, April 28, 2015 – page 6

⁶ Special Order 12, April 28, 2015 – page 7

⁷ Special Order 12, April 28, 2015 – page 7

D. Additional BWV Rule& Duties

1. Unauthorized modification of BWV.
2. BWV restrictions
 - a. Officers shall not record department personal during briefing, meetings, Roll calls or in private spaces.
 - b. Recording is prohibited in non-official law enforcement and investigative activities involving members of the public.
3. Documentation in your reports
 - a. Officers are required to document any portion of an incident captured on the BWV system under “Photos, Recording, Videos, DICV, BWV and Digital Imaging”.

E. CLOSING

Reinforce the key learning points:

1. Assist in resolving complaints against officer including false allegations by members of the public
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. Deter 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 aide in the Preservation of Life and Fair and Impartial treatment of all involved.