

## SAN DIEGO POLICE DEPARTMENT ORDER

**DATE/TIME:** APRIL 30, 2024 1500 HOURS

**NUMBER:** OR 24-16

**SUBJECT:** SUPERVISORY RESPONSIBILITIES FOR BWC INSPECTION

**SCOPE:** ALL MEMBERS OF THE DEPARTMENT

**DEPARTMENT PROCEDURE AFFECTED:** 1.49

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**Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.**

San Diego Police Department Officers record over 60,000 Body Worn Camera (BWC) videos a month. Without the proper metadata (event number, title, and category) being attached to these videos, the videos can be difficult for investigators to find. If these videos are not located, they may not be included in the cases shared with the District and City Attorney's offices which can impact a particular case. All BWC videos are considered evidence and **shall** be properly labeled.

### **Department Procedure 1.49 specifically states:**

1. Each recorded segment requires metadata be entered, even if the segments are of the same event. All sworn personnel are required to add metadata at the conclusion of the event with two exceptions:
  - a. For officer safety reasons, at which time metadata should be added as soon as possible.
  - b. For investigative personnel, metadata may be added on their next scheduled workday, with approval of their supervisor.
2. Metadata consists of an identification field, retention category, and recording title. If an event number exists, the complete event number shall be entered into the identification field. Absent an event number, a citation number, or field interview number may be used. Sworn personnel shall select the retention category that most accurately fits the recording. Recording titles may vary and include the location or suspect's name.

**Effective Immediately:** During their monthly inspections, all Supervisors are required to ensure their officers BWC videos are properly labeled with an event number, title, and category, in accordance with DP 1.49. Supervisors must complete the following during their monthly BWC inspections:

1. Log into (**Redacted – record exempt**)
2. Click the EVIDENCE icon in the top left corner.
3. Type their officer's last name or ID number in the USER OR GROUP field.
4. Type in a Start date and End date in the Date field. (30-day or monthly)

Evidence.com will display the BWC videos assigned to the officer and those that have not been labeled Supervisors shall notify their officer of the videos not labeled and ensure the officer inputs the correct event number so the video can be accessed easily by investigators. The Supervisor will reinspect the videos assigned to the officer to ensure all BWC videos have been labeled correctly.

Department Procedure 1.49 is being updated to reflect this change.

If you have any questions related to this order, please contact (**Redacted – record exempt**)

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Please read at squad conferences and give a copy to all personnel.