20-26 Audio and Visual Procedures and Processing Audio and Visual Request Forms

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

EXECUTIVE DIVISION

SHERIFF'S INFORMATION BUREAU

Unit Order:

20-26

Effective Date:

04-15-2020

Subject:

Audio and Visual Procedures and Processing Audio and Visual Request Forms

Reference:

N/A

PURPOSE OF ORDER

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for audio and visual specialists.

SCOPE OF ORDER

There are many events which occur throughout the County of Los Angeles on a daily basis, wherein the Sheriff or a designee of the Sheriff are representing the Department and

photography or video documentation of the event is requested or desired. The SIB unit commander has the ultimate discretion to handle the audio and visual projects or to assign replacement technicians. The SIB unit commander should also be made aware of all audio and visual projects being produced by volunteer or other Department photographers, the SIB Video Productions Specialist or the Video Productions Unit (VPU) on behalf of the Sheriff.

To help facilitate this process and the assignment of audio and visual technicians, a new form has been created. This form will allow SIB and the Audio and Visual Unit to track audio and visual assignments, account for digital media projects that are taking place throughout the Department, calendar events and requests and note where the various media is being maintained or stored. The form will serve as a means for the audio and visual technicians to prioritize requests and/or events and will provide awareness to the SIB unit commander. **Requests made by the Office of the Sheriff shall have priority.**

In addition to completing and submitting the form and awaiting approval, the audio and visual technicians are reminded to obtain waivers when necessary and to specifically inform Department members of their intent to record or video them when visiting units, bureaus or events. Objections to being photographed or videotaped made by any Department member should be noted and relayed to an SIB supervisor at the time the photos/videos or photo/video links are provided to SIB. The context of this order and the use of the request form applies to ALL volunteer and other audio and visual technicians being requested to cover LASD or outside agency related events. Its intent is to provide direction and procedures for documenting the complete scope of any audio and visual requests, events, or projects from entities throughout the Department or those involving outside agencies.

ORDER

When there is a request for an audio and visual technician, or SIB personnel become aware of any audio and visual event or project involving or requiring an official County/Department audio and visual technician, volunteer or otherwise, they shall provide the requesting entity with the ***"Audio / Visual Services Request Form"*** or complete the form themselves and submit it to SIB Audio and Visual (SIBAudioandVisual@lasd.org) e-mail group for processing.

The SIB Audio and Visual Unit representative, video specialist, or other SIB staff will notify the requesting party as to whether or not the event or project will be permitted or an audio and visual technician assigned. They will complete the lower portion of the form and ensure

it is added to the SIB Teams Calendar once approved. All audio or videos of the Sheriff
and the Department or its members shall be submitted to the SIB Media Group for final
review, editing and approval before being posted on any platforms or used in any project or
publication. The use of PhotoShop or any editing that changes the original content of any
photograph requires the review and approval of the SIB Captain.

The *"Audio / Visual Services Request Form"* can be provided by SIB or found in the
LASD Document Center at the following link: http://lasdweb/sites/eForms/default.aspx

APPROVED BY: ON FILE

DATE: ON FILE