12-01 CCTV / FORCE / RETENTION

Number 12-01

Effective: December 16, 2011 (Updated 10/03/12)

CCTV / FORCE / RETENTION

PURPOSE

The purpose of this Directive is to establish procedures for the recovery of recorded footage from closed circuit television monitoring systems (CCTV) within Court Services Division during the course of a supervisory inquiry, administrative or criminal investigation.

REASON

CCTV monitoring systems are in place to enhance the security of the court and record critical information related to any incident. This Directive will establish areas of responsibilities for ensuring that all CCTV equipment is properly functioning, to ensure that all angles of the recorded footage is appropriately reviewed and retrieved, as well as the retention of CCTV captured footage.

PROCEDURE

It is the Branch Supervisors responsibility to ensure that all CCTV equipment is functioning and is recording on a daily basis. If the equipment is not recording, a notification by the Branch Supervisor shall be made to their Bureau Operations via email to include the date, times, and reason the CCTV monitoring equipment was not recording and the action taken. If repairs were needed, a copy of the repair order shall be attached. The Branch Supervisor will also ensure to document the dates and times the equipment was not recording in the log book, as well as, a detailed description of the problem and the action taken to have the equipment repaired.

It is the Branch Supervisors' responsibility to ensure that a sufficient number of personnel

are properly trained in operating and retrieving data from the CCTV monitoring system. Whenever possible, non-involved employees trained in the system's retrieval function shall be directed to retrieve the footage.

During the course of any inquiry, the Branch Supervisor shall review all available CCTV footage and advise the Area Lieutenant that an inquiry has been made. The Branch Supervisor will review each of the CCTV's camera angles to determine which camera(s)

captured the incident and then advise the Area Lieutenant of their findings. It is the Area Lieutenant's responsibility to ensure that all footage of the incident is recovered from the server and stored to a DVD, flash drive, or other retrievable medium as soon as possible. The decision as to the relevance of a particular view will not be made at the Branch level.

In an effort to reduce the question of possible concealment of evidence: if a CCTV device should have recorded the incident, but for some reason did not, the lack of recorded data will be explained in the course of the investigation by the handling supervisor.

Any review or request to review and retrieve CCTV footage shall be authorized by the Branch Supervisor Area Lieutenant. The Branch Supervisor will notify the Area Lieutenant that a review of CCTV footage is occurring and provide an explanation of the events leading to the review.

Procedures for viewing of video following Use of Force Incidents are as follows:

Ensure that Department members who used force or witnessed force prepare required reports in a timely manner,

Review first reports and separate supplemental reports to ensure that, consistent with this section, they describe in detail the actions of the suspect necessitating the use of force and the specific force used in response to the suspect's actions,

In cases where a recording has been secured, if the supervisor determines, after their initial review of the video and incident reports, that there is evidence of apparent misconduct, or it appears that a Department member failed to make proper notifications of the incident, the supervisor should consult with the Watch Commander before proceeding further,

After first reports and separate supplemental reports have been reviewed by the supervisor and Area Lieutenant, and where there is no such evidence of apparent misconduct, or a failure to properly notify, afford Department members an opportunity to review the recording of the force incident to facilitate recollection of additional details,

Ensure that any initial review of a recording by a Department member for this purpose be undertaken individually and documented in their reports. This review should not be undertaken in the presence of another Department member who was either involved in, or a witness to, the force incident,

Should the review enable a Department member to provide greater clarity to any incident based upon additional recollection, perception of specific actions, etc., afford the Department member the opportunity to either continue their initial report, or to prepare a separate supplemental report. Any additional information should be added with transitional language such as, “After reviewing video of the incident, additional details are noted as follows:”,

NOTE: The Sheriff’s Department and its personnel have a duty to accurately account for the facts of every incident through normal reporting procedures. This includes amendments and supplemental reports when additional information or clarification is available. Since the Department is requiring personnel to provide a written account of their actions prior to viewing video recordings, the Department shall not be unduly

prejudiced, nor assume any adverse inference, when personnel amend or supplement their reports if a video review prompts further recollection of incident details.

Prior to reviewing the video recording, Department members shall read the following admonition:

VIDEO ADMONISHMENT

You are about to viewa video recording. It is important to understand that while this recording depicts visual information from the scene, the human eye and brain could perceive some things in stressful situations differently than a camera records them, so this photographic record may not reflect howthe involved personnel actually perceived the event.

The recording may depict things that personnel did not see or hear. Personnel may have seen or heard things that were not recorded by the camera. Depending on the speed of the camera, some action elements may not have been recorded or may have happened faster than personnel could perceive and absorb them. The camera has captured a 2-dimensional image, which may be different from a person's 3-dimensional observations. Lighting and angles may also have contributed to different perceptions.

This recording is being shown in order to facilitate recollection of the incident. Video images are only one piece of evidence to be considered in reconstructing and evaluating the totality of the circumstances. Some elements may require further exploration and explanation before the investigation is concluded.

Additional admonishment to personnel involved in recorded incident:

If the video appears to showsome details of the incident differently from what you recall, you should note those differences in your report.

All force and service comment form investigations retention periods will be followed per Department policy. The investigation shall include a complete recorded history of the event, as available. If an inquiry is conducted where recorded data is part of the investigation, a copy of all recorded data and documentation will be retained at the Branch for a period of two (2) years. If the person is in custody an additional two (2) years retention will be added on by federal regulation standards making it a total of four (4) years retention.

APPROVED: **Original Signed**

RICHARD J. BARRANTES, CHIEF

COURT SERVICES DIVISION

• 12-02 COURT SERVICES RAPID RESPONSE FORCE

Number 12-02

Effective January 08, 2012

COURT SERVICES DIVISION RAPID RESPONSE FORCE

PURPOSE

The purpose of this directive is to provide for a Rapid Response Force within Court Services Division to respond to emergencies and other large scale operations that impact court operations that go beyond the capabilities of assigned branch personnel.

BACKGROUND

Recent events in Los Angeles County and around the country have caused law enforcement agencies to respond to situations involving mass demonstrations and take appropriate action. The manner in which these agencies have responded is closely monitored by the media and the public. In order to deal with events affecting court

operations in Los Angeles County that go beyond the capabilities of branch personnel, Court Services Division has established a Rapid Response Force that will be available during the hours of court operations. Primarily, the Rapid Response Force will respond to emergencies within courthouses where the local agency is unable to respond or the response would extend beyond their capabilities. The Rapid Response Force will also respond to events outside of our courts that impact court operations, such as the ingress and egress of judges, court personnel, inmates, etc. where the local agency is unable to handle the situation. Rapid Response Force team members have the ability to respond Code-3 countywide if the request is of an emergent nature. Upon their arrival, the mission of the Rapid Response Force is to restore order and return court operations to normal as soon as safely possible. The Rapid Response Force is not intended to respond to routine court activities such as high profile media cases, extreme shortages of personnel, etc.

CONFIGUATION

The Rapid Response Force will consist of a platoon with four squads. The platoon will be led by a lieutenant and sergeant. Each squad will be led by a sergeant and bonus deputy and will be comprised of approximately twelve deputies from the Civil Management Unit (CMU), Court Services Division Headquarters Training, and the Judicial Services Unit (JSU) who will act as a plain clothed, advance scout team. The squads are configured based on the basic geographic location, North, South, East, and West, where squad members are normally assigned to ensure a rapid response to an emergency anywhere within the County.

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COURT SERVICES DIVISION RAPID RESPONSE FORCE 2

Platoon Leader Civil Management Unit Lieutenant

Back-up Platoon Leader Division Operations Lieutenant

Platoon Sergeant Division Training Sergeant

Back-up Platoon Sergeant Civil Management Unit Operations Sergeant

REQUESTING THE RAPID RESPONSE FORCE

Any branch supervisor determining the need for the Rapid Response Force may request a response. Prior notice, if feasible, should be made to the Civil Management Unit Lieutenant. The fastest way to request a response during emergency situations is by contacting Sheriff's Communication Center by radio on the SCC Access Channel, the home frequency of the vast majority of personnel on the Rapid Response Force. Immediate notifications should be made to the assigned Area Lieutenant, Bureau Operations Headquarters, as well as immediate telephonic notification to Court Services Division Headquarters.

RESPONSIBILITIES

Court Services Division's Training Unit shall ensure that Rapid Response Force team members receive periodic training regarding crowd and riot control procedures. The Training Unit shall ensure that each courthouse is equipped with the necessary less lethal weaponry, such as sting ball grenades, 40 mm weapons, etc. to handle emergency situations.

Civil Management Unit Headquarters personnel shall ensure that the Rapid Response Force team rosters are updated as personnel transfers occur.

Rapid Response Force team squad sergeants shall ensure that they have contact numbers for deputy personnel assigned to their squad in the event they are unable to be

reached by radio.

Rapid Response Force team personnel shall ensure they monitor their radio during their assigned working hours. Team personnel shall be in full uniform during their tour of duty and have all response gear, including helmets, ballistic vests, PR-24, etc. available.

Personnel who are taking time off, including vacations, sick days, etc. shall inform their respective squad sergeants of their unavailability.

APPROVED: **Original Signed**

RICHARD J. BARRANTES, CHIEF

COURT SERVICES DIVISION

CSD Rapid Response Force Roster can be found in CSDNet in Forms under “Rapid Response Force Roster”.