<u>TRAINING BULLETIN</u>

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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PROPER CATEGORIZATION OF BODY WORN CAMERA METADATA

I.   PURPOSE

The purpose of this bulletin is to provide information and direction related to the proper categorization of Body Worn Camera evidence.

II.   SCOPE

This Training Bulletin applies to sworn personnel.

III.   BACKGROUND

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.

Metadata consists of an identification "ID" field, retention category, and recording title. If an event number exists, the complete event number (11-digits) shall be entered into the identification "ID" field. If the incident does not have an event number assigned to it, a citation number, or field interview number may be used.

IV. __DEFINITIONS__

Digital Evidence – BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.

Evidence.com – A digital evidence management service contracted for the city and accessed at Sdpd.evidence.com. The service stores digitally encrypted data in a highly secure environment accessible to personnel based on security clearance.

Metadata – Case numbers, event numbers (commonly referred to as incident numbers), and other descriptors used to identify digital evidence. There are 12 searchable fields into which this metadata can be entered.

V. __PROCEDURES__

Operational Support is reviewing uploaded BWC evidence. Some sworn department personnel may have uncategorized videos that either have no meta data in the ID field or there is no category listed.

To find your uncategorized incidents, do the following:

1. Log into Evidence.com
2. Click on "Evidence" in the top header
3. Type "none" in the ID box
4. Type your last name in the User or Group box and click on your name and ID number.

This will bring up a list of all your uncategorized videos. Go into each one to add the missing metadata.

If you have any questions, please refer to Policy and Procedures 1.49 and/or contact the Department's BWC Administrator, **(Deleted – records of security)**.

Please read at squad conferences