



INFORMATION BULLETIN

OAKLAND POLICE DEPARTMENT

Date: 18 Nov 14

"Information Bulletins shall be used to set forth information, notices, or announcements regarding topics of general interest. Such bulletins shall not constitute official policy. Information Bulletins expire two years from the date of publication unless revised, canceled, or superseded sooner. Members shall retain them until expiration."

Supervisory Review of Portable Digital Recording Device (PDRD) Recordings

The Office of Inspector General recently completed an inspection of the PORTABLE VIDEO MANAGEMENT SYSTEM to determine compliance with the provisions of DGO I-15.1, Part III, D, 1, which states:

"Supervisors shall conduct a random review of the PDRD recordings of each of their subordinates on a monthly basis."

The inspection provided several recommendations to improve compliance with the aforementioned section.

- Supervisors are reminded that they shall conduct a random review of the PDRD recordings of each of their subordinates on a monthly basis.
- Random supervisor reviews are required regardless of the officer's assignment (i.e. CID, BOS, IAD, etc.) If the officer used a PDRD during the month, their supervisor is required to conduct a random review. If no video is recorded for the month, a review is not required.
- Supervisors reviewing the video shall document the reason for access in the "Add Details" field, under the "Comments" section on the video file. In the case of a random review, supervisors shall document "random review" or "random audit", in addition to their name and serial number.
- Reviews are required each month. Supervisors shall conduct a review of a video recorded in the month that is being reviewed.
- Some videos are not being uploaded in a timely manner. Members are reminded that they shall upload PDRD data files at the end of and, if needed, during their shift to ensure storage capacity is not exceeded.