

EXECUTIVE ORDER



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| Subject: Categorizing Digital Evidence Associated With Internal Investigations |
| Number EO-18-010 |
| Effective Date July 30, 2018 |
| Related To: GO-SPT-302.13 (Body-Worn Camera Program) |

DISTRICT OF COLUMBIA

The purpose of this executive order is to familiarize members with the appropriate procedures for categorizing digital evidence associated with internal investigations in Evidence.com.

A. Chain of Command Administrative Investigations

1. Investigating officials are reminded that, upon being assigned an internal chain of command (COC) administrative investigation, they are required to categorize all associated digital evidence in Evidence.com by selecting "Internal Investigation (COC, Misconduct)" within the drop down menu. Digital evidence associated with the investigation shall also be tagged with the corresponding incident summary (IS) number(s) in the "TAG" field.
2. Officials reviewing investigations are reminded to verify that the category, "Internal Investigation (COC, Misconduct)," has been added, and IS number(s) have been added in the TAG field for all digital evidence associated with the investigation. In the event the category and IS number(s) are not present, the reviewing official shall add them.

B. Internal Affairs Investigations

1. Internal Affairs agents are reminded that, upon being assigned an investigation, they are required to categorize all associated digital evidence in Evidence.com by selecting the category "Internal Affairs" within the drop down menu. Digital evidence associated with the investigation shall be tagged with the corresponding incident summary (IS) number(s) in the "TAG" field.
2. Internal Affairs officials reviewing investigations are reminded to verify that the "Internal Affairs" category has been added, and that the IS number(s) have been added to the TAG field for all digital evidence associated with the investigation. In the event that the category and IS number(s) are not present, the reviewing official shall add them.

Peter Newsham
Chief of Police