

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title
Digital Video Evidence Recovery (DIVRT) Kits
Number
SO-17-03
Effective Date
June 23, 2017
Related to:
GO-SPT-304.08 (Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers)
GO-OPS-603.07 [Closed Circuit Television Cameras (CCTV)]
SO-06-03 [Records Retention and Evidence Preservation (Millicent Allewelt Act of 2004)]
SO-14-03 (Requesting Video Evidence)
SO-06-12 (Enhanced Use of CCTV to Combat Crime)

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I. BACKGROUND

There are a number of publicly and privately owned video camera systems in operation within the District of Columbia used to monitor spaces. Video from these camera systems may be shared with Metropolitan Police Department (MPD) because they contain valuable investigatory or other law enforcement-related information. The MPD has purchased Digital Video Evidence Recovery Kits (DIVRT) and standalone laptops for the purpose of recovering video evidence from publicly or privately owned video cameras operated within D.C. This equipment, and the related training received by MPD members, allows MPD to recover video evidence in criminal or administrative investigations. DIVRT kits will be used to recover video evidence in a timely manner to help more effectively identify and apprehend suspects. This special order describes the DIVRT kits, who these kits are issued to, who is responsible for inspecting the kits, where they are to be stored, and how to share video evidence once it has been extracted from a publicly or privately owned video system.

II. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Central complaint number (CCN) – unique eight-digit number that the Office of Unified Communications (OUC) issues to MPD members upon request when recording events via an incident or offense report,

arrest, or other type of event. The first two digits of the CCN correspond to the last two digits of the year in which the report is being taken.

2. Digital Video Evidence Recovery Kit (DIVRT) – kit provided to selected units within MPD to recover video evidence from publicly or privately owned video systems located within the District of Columbia. An inventory checklist with the contents of the DIVRT kit is included in Attachment A.
3. LawMate Personal Video Recorder (PVR) – recorder used to save videos to a digital video disk (DVD). The PVR is contained within the DIVRT kit and comes with a battery and charger.

III. REGULATIONS

- A. The Captain of the Special Investigations Branch (SIB) shall ensure that kits are issued to the following units:
 1. Each District Detectives Unit (DDU);
 2. Electronic Surveillance Unit (ESU);
 3. Youth and Family Services Division (YFSD);
 4. Homicide Branch;
 5. Internal Affairs Division (IAD); and
 6. Sexual Assault Unit (SAU).
- B. Only members who have been trained to use the DIVRT kits shall be permitted to use them.
- C. Members shall use DIVRT kits for legitimate law enforcement purposes only.
- D. Members shall store the DIVRT kits in the location designated by their unit lieutenant.
- E. Members shall not release videos directly to the public. Members shall contact the Public Information Officer (PIO), who shall handle the release of videos to the public.
- F. Members shall ensure that digital evidence captured by DIVRT kits are treated as official records and handled pursuant to existing Department policies and procedures including, but not limited to, SO-06-03 [Records Retention and Evidence Preservation (Millicent Allewelt Act of 2004)].

IV. PROCEDURES

A. DIVRT Equipped Members

1. Members equipped with DIVRT kits shall be responsible for the use of the assigned kits at all times.
2. Prior to deployment, assigned members shall:
 - a. Ensure that their assigned DIVRT kits and the LawMate PVRs are operational, functioning properly, and charged.
 - b. Immediately notify their unit lieutenant if a DIVRT kit is lost, damaged, or functioning improperly.
 - b. Ensure all previous videos on the laptop in the DIVRT kit and the DIVRT zip drives from prior use have been deleted.
3. During deployment, members shall:
 - a. Complete a PD Form 1002 (Retrieval Documentation Form) (see Attachment B);
 - b. Submit the completed PD Form 1002 to the unit lieutenant after each DIVRT deployment; and
 - c. Upload the completed PD Form 1002 into Case Management within Cobalt.
4. Prior to the end of their shift, assigned members shall:
 - a. Upload all recovered videos or other digital evidence into the MPD-approved storage database (i.e., Evidence.com).
 - (1) Title Field
 - (a) Members shall add a title – IN ALL CAPS – to each of the videos.
 - (b) The title shall include:
 - (i) The start date of the recording (**not** the date the video was accessed using the DIVRT kit) formatted as the year first (four digits), followed by the month and day (i.e., yyyyymmdd);

- (ii) The type of incident;
- (iii) The address location of the camera; and
- (iv) “DIVRT” at the end to denote that the kit was used (e.g., **20170324 - ARSON - 1751 M ST NW - DIVRT**). If a member is downloading multiple videos from the same location for the same incident, each subsequent video shall be denoted by “DIVRT2,” “DIVRT3,” and so on.

NOTE: When annotating DIVRT videos, members shall not use any special characters (e.g., ‘, “, ”, &, [,], {, }, <, >, =, +, -, and ^) other than a dash (i.e., -). At this time, Evidence.com cannot process these other special characters and removes the member’s annotation. The title shall not exceed 256 characters in length.

(2) ID Field

- (a) Enter the 8-digit CCN in the ID field (with no hyphens or dashes and without the word “CCN”).
 - (i) In the event that there are more than two CCNs associated with a recording, members shall enter the CCNs for the most serious offenses.

(3) Category

- (a) Members shall ensure their videos and photos are associated with **all** relevant categories.

NOTE: Members may refer to GO-SPT-302.13 (Body-Worn Camera Program) for a list of categories and the corresponding retention timeframes.

(4) File Type

- (a) Members shall select the appropriate file type (i.e., “video” or “photo”) within the FILE TYPE field.

receipt of the DIVRT kit, and an understanding of the responsibilities outlined in Part IV.B.1 of this directive. See Attachment C for the PD Form 1003.

- c. Review the monthly inventory checklists received from unit lieutenants.

D. Public Information Officer

1. The release of videos to the public shall be handled by the PIO.

V. ATTACHMENTS

- A. Digital Video Evidence Recovery (DIVRT) Kit Inventory
- B. PD Form 1002 (Retrieval Documentation Form)
- C. PD Form 1003 (Unit Lieutenant DIVRT Acknowledgement Form)



Peter Newsham
Chief of Police

PN:KDO:MOC:BK



Digital Video Evidence Recovery (DIVIRT) Kit Inventory

Black Pelican 1500 Storage Case

Hard molded foam insert

Software CD – Techsmith Camtasia Version 8.6.0 CD

License key, please specify:

Resolution Video – Retrieval Kit Guide Book

LawMate Personal Video Recorder (PVR) with battery and charger

Serial Number (located in battery compartment), please specify:

Case Logic soft case containing

512 MB Zip Drive

2 GB Zip Drive

8 GB Zip Drive

Flashlight – Cree Hausbell

Camera, please specify the model:

Serial Number, please specify:

StarTech VGA to S-Video and Composite Video Converter

Serial Number, please specify:

DVDs + RW

CD-RW

DVD+R

CD-R

Soft green carrying case containing

Blue – Network cable

Red – Network cable

USB small computer mouse

USB cable



Digital Video Evidence Recovery (DIVIRT) Kit Inventory

Inspection Mirror

Black sharpie marker

Power supply for PVR

Soft blue carrying case containing

DVI to VGA Adapter

Scan converter power supply

Composite video cables x2

BNC T Connector

RCA adapters x2

Power Supply for PVR

PVR Cables x2

Micro USB to USB cable

Headphones

Mini remote control for PVR

Stylus Black pic

Micro SD Adapter

Yellow envelope containing

PVR Operation Manual

StarTech Operation Manual

CD Rom for Fuji Camera

Laptop

Dell Laptop Latitude E5450 with soft case and charger

Serial Number MPD, please specify:

Serial Number, please specify:

DVD Burner

Model Number GP61NB60

SO-17-03 (DIVIRT Kits)
Attachment A
DIVIRT Kit Inventory
June 23, 2017



METROPOLITAN POLICE DEPARTMENT

DIGITAL VIDEO EVIDENCE RECOVERY KITS

RETRIEVAL DOCUMENTATION FORM

Name of Member _____

Rank _____

CAD _____

Badge _____

Equipment Information:

Make _____ Model _____

Serial Number _____

Number of Connected Cameras _____ Number of Connected Microphones _____

Type of Cameras Connected Analog Digital IP

Display Connections BNC Composite RCA Composite HDMI

VGA DVI

Data Connections USB e-SATA Network

Internal Devices Optical Disc Drive SD/ CF Card Slot Floppy Disk

System Settings:

Current Date _____ Current Time _____

System Date _____ System Time _____

Calculated Offset _____

User Name(s)

Password(s)



RETRIEVAL DOCUMENTATION FORM

Software Version _____

Total Number of Hard Drives _____ Capacity vs. Amount Full _____

Earliest Recorded Date _____

Settings	Camera	Camera	Camera	Camera
Resolution				
Frames Per Second				
Quality / Compression				
Event / Motion				

Network Settings:

IP Address _____

Subnet Mask _____

Gateway _____

DHCP enabled? Yes No



RETRIEVAL DOCUMENTATION FORM

Video Information of Interest:

Camera	Date	Time Start	Time End

Date and Time to be Retrieved: _____

Methods of Recovery Available:

ORDER FOR RECOVERY:

CD/DVD Writer

CF/SD Card Writer

USB Connection

Floppy Disk Drive

Network Connection

BNC or RCA Composite Monitor Connection

VGA or DVI Computer Monitor Connection

Other _____



RETRIEVAL DOCUMENTATION FORM

Audit Trail:



PD Form 1003 - Unit Lieutenant DIVRT Kit
Acknowledgement Form

The Digital Video Evidence Recovery Kits (DIVRT) and standalone laptops purchased by the Metropolitan Police Department (MPD) are to be used for recovering video evidence from publicly or privately owned video cameras operated within D.C. Therefore, it is important to ensure that these kits are maintained and that inspections are conducted in accordance with SO-17-03 to ensure they are kept in a state of operational readiness.

I hereby certify that I have been provided with the following (please check all that apply):

Digital Video Evidence Recovery (DIVRT) Kit, please specify the MPD serial number:

PD Form 1002 [Digital Video Evidence Recovery (DIVRT) Kit Inventory]

An explanation of my responsibilities as specified in Part VI.B.1 of SO-17-03 [Digital Video Evidence Recovery (DIVRT) Kits] regarding the DIVRT Kit

By signing this form, I am certifying that I acknowledge receipt of the materials listed above, I have verified the contents of the DIVRT Kit, and I understand my responsibilities as specified in Part IV.B.1 of SO-17-03 [Digital Video Evidence Recovery (DIVRT) Kits]. I understand that I may contact the Captain of the Special Investigations Branch if I have any questions or need additional assistance with the DIVRT Kit or my related responsibilities.

Member's Name (Print) _____

Member's CAD Number _____

Member's Assignment _____

Signature _____

Captain of the Special Investigation Branch's Name (Print) _____

Captain of the Special Investigation Branch's Signature _____

Captain of the Special Investigation Branch's CAD Number _____

Date _____