

# Procedural Directive

**California State University  
Northridge  
Department of Police Services**



To: All Sworn Personnel  
Subject: Procedures for Conducting Audits of Body Worn Camera Video  
Directive Number: 2023-02  
Date: March 1, 2023  
Amends/Supersedes: Policy/Procedure 17-L.E.-018 "Body Worn Cameras"  
Approved: Alfredo B. Fernandez, Interim Chief of Police

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I. Objective:

The current Body Worn Camera (BWC) policy, 17-L.E.-018, establishes guidelines for the use of the camera system by officers working for the California State University Campus Police Departments. This Procedural Directive establishes a standardized procedure for the review of BWC media files in random audits for the purpose of validity testing.

II. Procedures:

A. Current Policy 17-L.E.-018 (V) (H) states,

*"Command Staff retains the authority to randomly view officer recordings for the purpose of validity testing. The random viewing will be conducted by the Operations Captain or Lieutenant . The method of random selection will be agreed upon by the SPA Representative and the Chief of Police. One random recording per officer may be selected each month and reviewed. Any system deficiencies will be documented and remedied. Any performance issue will be discussed with the officer. Violations of policy will be reviewed using the campus' procedures for conducting Internal Affairs investigations."*

III. Revisions:

A. In order to accommodate changes in rank structure within the Department, the random viewing will be conducted by the Operations Commander, regardless of rank or title.

B. The method of random selection of BWC video shall be as follows:

1. All sworn members of the Department who work a Patrol assignment, either as a regularly scheduled shift or an overtime shift, shall be audited under this validity testing protocol once per calendar year. The Operations Commander shall identify the subject officer(s) each calendar month, and ensure the officer(s) has not been previously audited during that calendar year.
2. The Operations Commander shall select the tenth BWC video uploaded by the subject officer during the monthly audit period for review. The selected video file shall be reviewed in its entirety.
3. If the Operations Commander determines that the tenth BWC video uploaded by the subject officer captures no contact with a member of the community within the entirety of the video, the next (eleventh) video uploaded shall be reviewed for validity testing. If the next selected video captures no community contact, then the next consecutive video will be reviewed, until an appropriate video is found.

C. Documentation of Activity

Following the review of the BWC video, the Operations Commander shall document the name of the subject officer and the BWC video date and log number on an Annual Body Worn Camera Audit Log. This log shall be maintained by the Operations Commander throughout the calendar year, and provided for review as required.

D. Investigative BWC Video Review

As stated in current policy; Upon Command Staff approval, recorded files may be reviewed by any officer of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation. Such an investigative review shall not be counted as part of the random audit for validity testing protocol.

*Note: The guidelines described within this Procedural Directive have been reviewed and approved by Interim Chief Alfredo B. Fernandez, CSUN DPS, and President Matt Kroner, Statewide University Police Association (SUPA).*