



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: UPDATE TO VIDEO EVIDENCE
COLLECTION EVENTS**

DATE: June 7, 2022

Bulletin# 2022-013

On December 23, 2020, the Department distributed [Training Bulletin #2020-022 regarding Pending Video Evidence Collection](#) [REDACTED]. This training bulletin introduced the EVIDENCE event type code and the parameters by which the events will be created. On December 23, 2021, the Department distributed [Training Bulletin #2021-027 regarding an Update to Video Evidence Collection Events](#) [REDACTED]. This training bulletin provided guidance on who should respond to the EVIDENCE events.

The purpose of this update is to ensure the proper information is being entered into the EVIDENCE events for the subsequent collection of video footage. As a reminder, these events are created when an incident occurs and officers discover the presence of surveillance cameras with potential video evidence, but the footage cannot be immediately collected. EVIDENCE events are not designed to direct personnel to conduct a canvas. The canvass should be completed by the units responding to the original event.

The Department member who requests the creation of a video evidence collection event is responsible for the following. This may be done through Communications or by adding notes to the event:

1. Cross-reference the EVIDENCE event to the original event.
2. Include both the address and, if applicable, the name of the business at which the evidence will be sought.
3. Include the time of return and/or the hours of the business.
4. Include the date and time frame for which the evidence should be sought.
5. Indicate which cameras or camera angles should be searched for the evidence (e.g., the sidewalk in front, the cash register, the back alley, etc.).
6. If known, include the name and contact information for the responsible party who can access the cameras.
7. Include any other key information that will assist the Department member responding to the EVIDENCE event in locating and identifying the evidentiary video footage.

Moving forward, every EVIDENCE event will be reviewed and approved by a supervisor.

A handwritten signature in black ink, appearing to read "A. Mata".

Anthony Mata
Chief of Police

AM:SD:JH