ORANGE COUNTY SHERIFF'S DEPARTMENT

Training Bulletin

Patrol Video System (PVS) – Creating a Case and Preserving a Case as Evidence

Over the next few weeks, the Sheriff's Technology Division will be updating the login procedure for the Digital Evidence Pro (DEP) software. DEP is also known as the "L3 System" or "Flashback". This software can be utilized on many department computers to view Patrol Video System (PVS) recorded video. It can be accessed through the L3 icon found on the desktop of a computer, or by using a URL address for the server in a specific division.

The Sheriff's Technology Division is updating user profiles used to login to the PVS. Department Members who have a USB key (thumb drive) to login to the PVS will be required to obtain an updated profile, known as a ".dat" file, on their existing USB key. Department Members must first login to the DEP/L3 System/Flashback software to automatically create a new ".dat" file. Department Members must login using their current user name and password used for logging into Windows on OCSD Computers. Once Department Members have logged in, they can obtain the new ".dat" file, from the Equipment Cage in Southeast or Southwest Operations, or their custodian of records for the PVS in their assigned area.

The current login procedure for the PVS in department vehicles is not changing. Department Members must still login to the PVS at the beginning of each shift (using the updated profile on the USB key) and perform an operational function test of the PVS, per Policy 446.

This Training Bulletin will cover the login procedure for the DEP/L3 System/Flashback software. It is also being used to inform Department Members that instructional videos have been posted to My18. These videos will instruct Members how to create a new case and how to add video to a case.

A PVS User's Guide (PVS - Patrol Video System) has also been posted to MY18 for reference. Department Members who use PVS or use the DEP/L3 System/Flashback software shall watch the instructional videos, review this Training Bulletin, and PVS User's Guide to gain an understanding of the proper use of the systems and procedures. The instructional videos, this training bulletin, and the PVS User's Guide can be found on MY18 by typing "PVS" in the search bar.

For evidentiary purposes, retention schedules, and per Policies 446 and 802, it is paramount that any PVS recordings of evidentiary value be saved as evidence.

A PVS recording(s) of evidentiary value shall be saved by creating a "case" for the digital recording(s) and by checking the "do not dispose" box **prior to the end of shift**.

Evidentiary value means PVS recordings obtained in the course of an incident that can later serve a purpose in civil, criminal, or administrative proceedings. Examples of recorded evidence required to be saved by the end of

shift may be, but not limited to; a DUI investigation, a use of force, suspect/victim/witness statements related to a crime, or when a Member reasonably believes a recorded contact may be beneficial in a non-criminal matter (i.e. a hostile contact).

Note: PVS recordings that do not possess evidentiary value are not to be saved using the Do Not Dispose function.

This section describes the procedure for logging into the DEP/L3 System/Flashback application. It will also describe the procedure on how to create a case for PVS recordings of evidentiary value.

The following three items will be required:

- L3 desktop icon or Flashback server URL link
- User Name (Your User Name used to login into Windows on OCSD Computers)
- Password (Your password used to login into Windows on OCSD Computers)
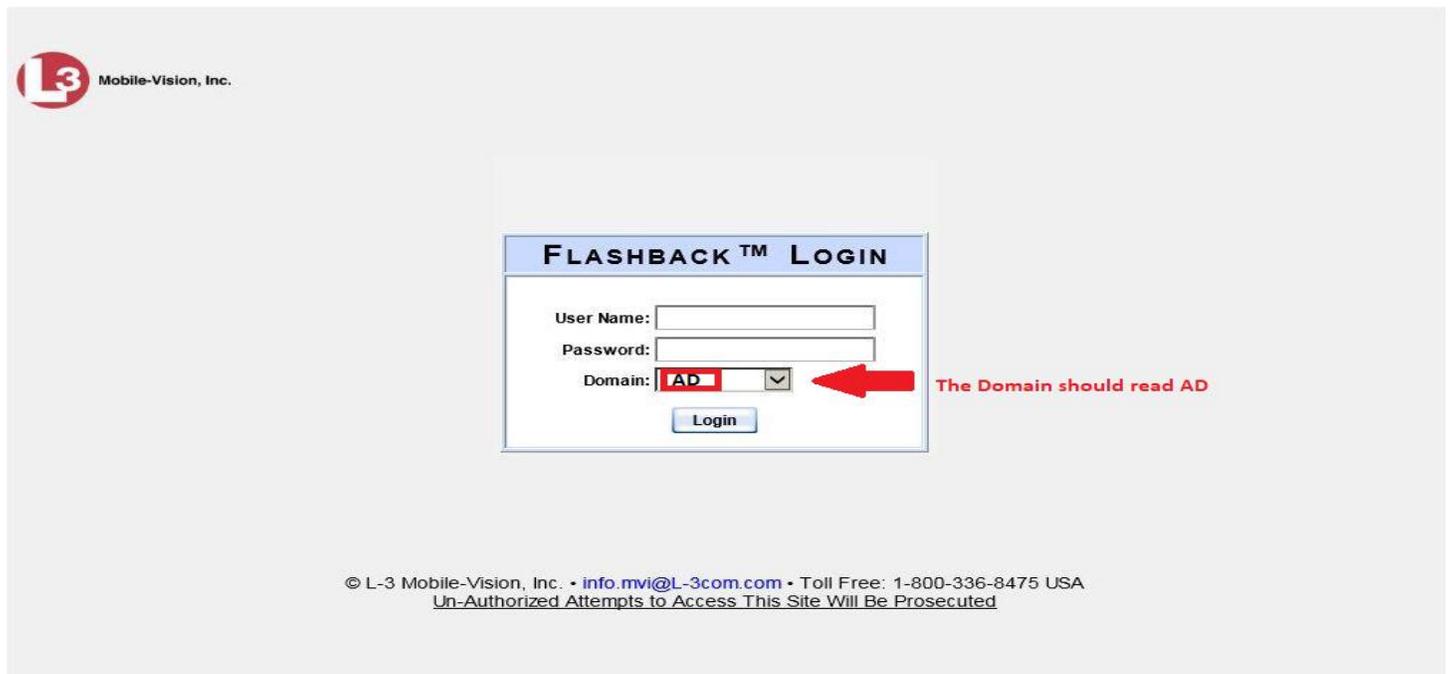
1) Double-click on the L3 desktop icon or enter URL link needed to access your Flashback server. The Flashback Login screen displays. See illustration above.

2) Enter your User Name in the User Name field.

3) Enter your password in the Password field.

4) Make sure Domain reads "AD". See illustration above.

5) Click the Login button. The Home Page should now display. See illustration on the following page.

Creating a New Case:

This section describes the procedure for creating a new case. There are two methods for creating a new case and adding PVS recordings of evidentiary value:

Method 1: Create a new case and attach video(s). This method is described below:

Link to video: (PVS - Creating a New Case)

1) Go to Home Menu (left side of screen) and click **Manage Cases**. The Search Case page displays.

2) Go to the Action Tab and click **Create** or **New Case** depending on your version of software. The New Case displays. See illustration below. This illustration may look different from your view and may not display Notations boxes.

The fields on this form are described below.

New Case Form	
Field	**Description**
Owner	The name of the case's owner. By default, the owner is the person who creates the case (i.e., *you*), but you can change this name if desired. *Select this value from the drop-down list.*
Visibility	The visibility status for this case: *private* (default) or *public*. If you mark a case as *private*, it can only be viewed by the case's owner and users who have *edit* permissions. If you mark a case as *public*, it can be viewed by any user logged in. *Select this value from the drop-down list.*
Display Name	The case name. This is the name that will appear on the Case Results page after you search for the case. It is also the default label value for case DVDs.
Incident Date	The date on which the incident occurred. The *incident* is the event that the case pertains to, such as a motor vehicle accident. *Select this date from the calendar popup OR enter directly in mm/dd/yyyy format. Required field.*
Case Number	Agency's case number.
Citation Number	The citation number associated with this case, if applicable.
Do Not Dispose	A checkbox used to indicate whether or not you want the system to keep this case online after the Auto Dispose Time (24 months) has expired. **By selecting this box the case will be preserved as evidence.**

3) If you will be the owner of this case (default), proceed to the next step.
   – OR –
   If you will not be the owner of this case, select another name from the Owner drop-down list.

4) Mark the case as private (i.e., only viewable by its owner and users with edit permissions), proceed to the next step.

5) Enter a descriptive name for this case in the Display Name field. This is a required field.

6) Enter or select the case incident date in the Incident Date field. Observe mm/dd/yyyy format, or use calendar button to select date. This is a required field.

7) Enter case number in the Case Number field.

8) If a citation number is associated with the case, enter the number in the Citation Number field, otherwise proceed to the next step.

9) If a vehicle registration number is associated with the case, enter the number into Vehicle Registration # field, otherwise proceed to the next step.

10) If a license plate number is associated with the case, enter the plate information into the Vehicle Plate # Field, otherwise proceed to the next step.

11) Click on the, "Do Not Dispose" checkbox to checkmark the box. (If this box is checked, the system will preserve the case online after the Auto Dispose Time, (24 months), has expired. **By selecting this box the case will be preserved, as evidence.**

NOTE: Cases saved by checking the "Do Not Dispose" box will not be purged from the system until the case in question has been adjudicated. Once the case has been adjudicated, the <u>Sheriff's Technology Division</u>, will be responsible for purging the recording.
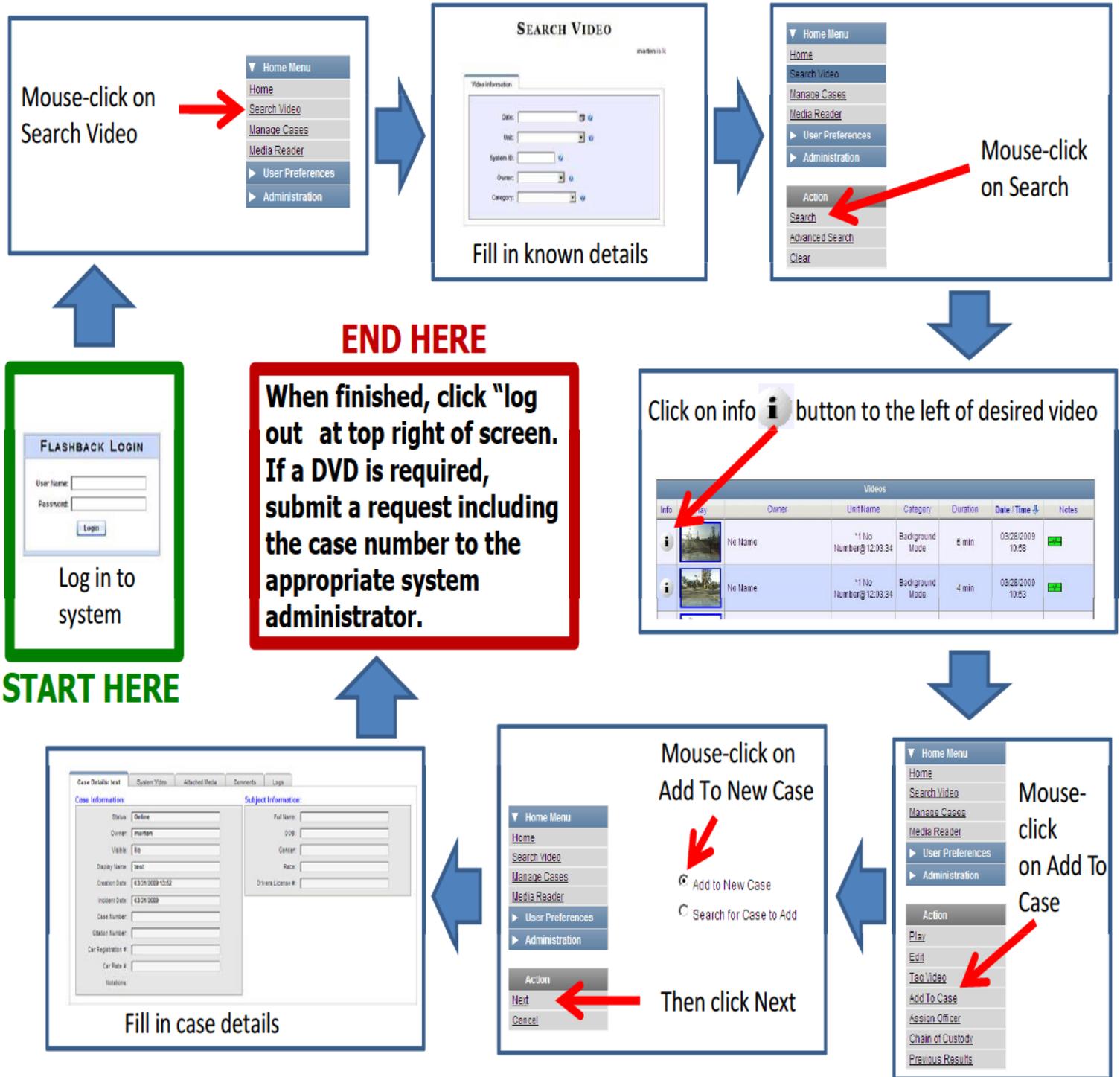
12) Click Save. A confirmation message displays at the top of the Case Details page.
Example: [**Case Bomb Scare at CMS successfully saved**]

<u>**Method 2**</u>: Open a video and create a new case to attach it to.

See ***PVS System – To create a case & burn video to DVD*** flow chart on next page.

PVS System - *To create a case & burn video to DVD*

Mouse-click on Search Video

SEARCH VIDEO

Fill in known details

Mouse-click on Search

END HERE

When finished, click "log out" at top right of screen. If a DVD is required, submit a request including the case number to the appropriate system administrator.

FLASHBACK LOGIN

User Name:
Password:

Login

Log in to system

START HERE

Click on info ℹ button to the left of desired video

Fill in case details

Mouse-click on Add To New Case

○ Add to New Case
○ Search for Case to Add

Then click Next

Mouse-click on Add To Case

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To add video to an existing case refer to video found on My18 titled: (PVS - Adding Video to a Case)

Checking the Do Not Dispose Box for a case already created:

1. Locate the case by selecting Manage Cases from Home Menu, then search for the case.

2. Once case is located select Case Details tab.

3. Select Edit (1) from the Action tab.

4. In Edit Case screen check the Do Not Dispose (2) box.

5. Select Save (3) after you have selected the Do Not Dispose feature. See illustration below.

6. Create an additional new case or logout.
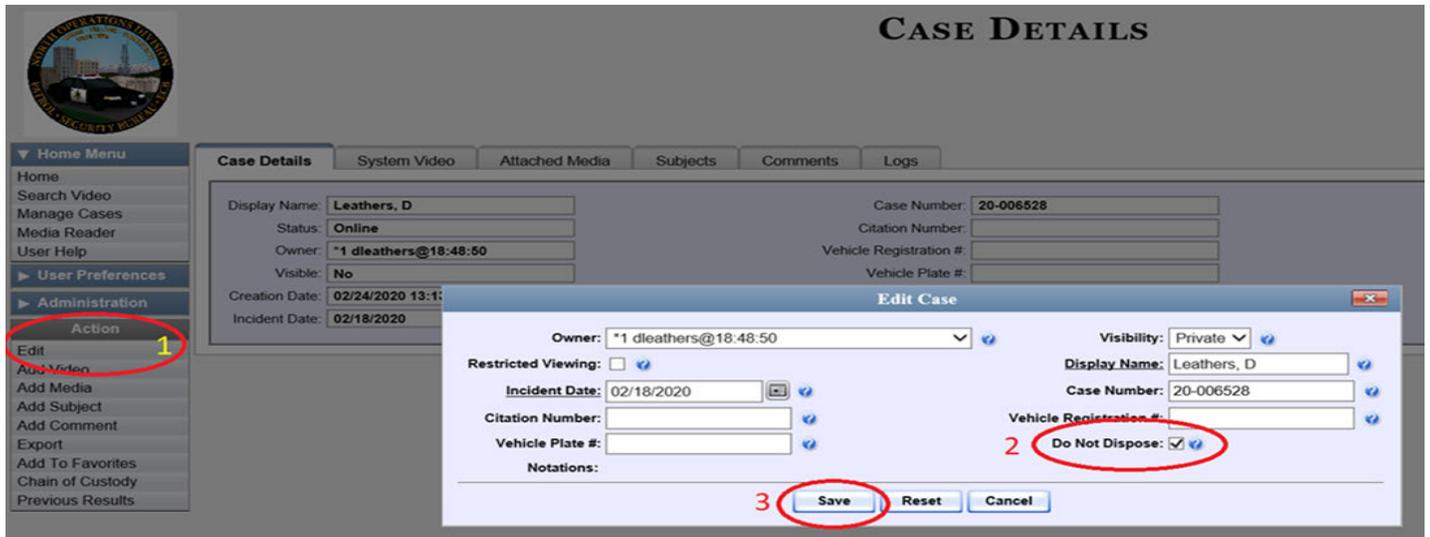
DEP/L3/Flashback URL links for each Division:

Southwest Ops ████████████████████████████

North Ops ████████████████████████

Southeast Ops ██████████████████████████

Yorba Linda ██████████████████████████

San Clemente ████████████████████████

Stanton ███████████████████████

John Wayne █████████████████████████

OCTA █████████████████████

Dana Point ███████████████████████

Links to the above servers can be found on My18 by typing "PVS" into the search bar. Click on result titled: (OCSD PVS - Patrol Video System Administration Site)