

Date: 1-23-2022

Number: I.19.M

Subject: SECURITY VIDEO SYSTEM

Related Sections:

PROCEDURE

- I To comply with DSB Policy I.19 Security Video Systems. Deputies and supervisors assigned to areas equipped with security video system equipment will check the equipment at the start of each shift to ensure proper focus and operation.
 - A. The day and night shift central sergeant will conduct an overall review of all video cameras throughout the facility and record their findings on the "Camera tracking" sheet, located within the facility watch commander folder. The central sergeant will email the camera tracking sheet to the administrative staff. A copy of the camera tracking sheet will be filed in the watch commander log folder labeled "Camera reviews." An entry will be put in the WC log that the cameras were reviewed and their status at time of review.
 - B. Deputies will review their Security Video Systems within their assigned areas. Should an adjustment or repair be needed to the security video system, Deputies will notify the central sergeant. The central sergeant will notify the facility administrative staff via the tracking sheet through email and /or the facility maintenance.
 - C. The facility administrative staff will review the form and promptly notify the appropriate maintenance/facilities staff to schedule the adjustment or repair.
- II. Outside law enforcement agencies may request copies of recorded video footage.
 - A. The requesting agency will complete a Request for Video Footage (J-358) which can be found in the EMRF Share Point under Detention Forms. The completed form will be submitted to the facility commander or designee for review and processing.
 - B. Approval of video footage requests should be limited to situations involving combative/disruptive incarcerated persons or incidents which by their nature are likely to be of evidentiary value or administrative interest.
 - C. The request will normally be processed within 10 days, once processed it can be picked up, mailed to a provided address or sent via email.
 - D. The Request for Video Footage (J-358) form will be archived by the Administrative Secretary and stored for two years.