

DATE:	APRIL 12, 2021
NUMBER:	I.19.G
SUBJECT:	SECURITY VIDEO SYSTEMS

PROCEDURE

I. OPERATION, USE, AND ARCHIVE

- A. Sworn staff in each area of the facility equipped with closed circuit television and recording equipment will check such equipment daily to ensure proper focus and operation.
 - 1. If sworn staff discover equipment needs repair, they will notify the Administrative Sergeant. The Administrative Sergeant will promptly notify the County Security Communications Office or Security Technician.
 - 2. Each shift, the Watch Commander will ensure the GBDF DVR system is operational by completing a system check and noting its operation into the Watch Commander's Log.
- B. Critical incidents should be recorded and logged into NETRMS as needed. Upon conclusion of digitally recording an incident, the digital file will be downloaded onto a CD or DVD and marked appropriately.
- C. Video files of incidents from the DVR system will be archived and stored for two years.
- D. Access to the web-based CCTV DVR system will be secured and only authorized personnel or their designees will access the system. The system will be utilized to provide CCTV video footage to deputies conducting investigations.
 - 1. GBDF sworn personnel who want to view archived video footage for investigations will get permission from the Watch Commander or Team Sergeant.
 - 2. Video footage requested for training purposes must be approved from the Training Sergeant, Administrative Lieutenant, or Facility Commander.

II. OUTSIDE LAW ENFORCEMENT REQUESTS

- A. After a J-358 Video Footage Request Form has been approved by the Facility Commander, administrative staff will pull the requested video.
- B. Administrative staff will distribute the requested video as directed by the requestor.
- C. After the request has been fulfilled the administrative staff member who pulled the video will archive the J-358 in the Video Footage Request Folder along with the video and all other documentation linked to the request.
- D. Requests made by the San Diego Sheriff's Department Internal Affairs Unit, a specific

Court Order, or requests from the Citizen's Law Enforcement Review Board (C.L.E.R.B.) will be approved by the Administrative Lieutenant or Facility Commander.