

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	March 16, 2022
NUMBER:	I.19.C.1
SUBJECT:	FACILITY CLOSED CIRCUIT TELEVISION (CCTV)

PROCEDURE

The Closed Circuit Television (CCTV) Digital Video Recording System records footage from all facility cameras. This footage will be stored on secured hard drive and only authorized personnel, or their designees will access the system. The system will be utilized to provide CCTV video footage to deputies conducting authorized investigations.

The Digital Video Recording System will internally save the camera footage for a period of approximately six (6) months. The saved footage will only be accessed, copied, or provided by the administrative deputy. In his/her absence, the operations deputy will handle this responsibility.

When the DVD is created, all information concerning who requested the video, the reason for the request, the agency, date and time will be logged into the notes section of the Digital Video Recording System by the administrative deputy.

At the discretion of the facility commander, watch commander, or facility sergeants, unusual occurrences within the San Diego Central Jail (SDCJ) will be recorded. These videos will be archived by the administrative deputy.

Upon the conclusion of recording an incident, the operator of the handheld video camera will download the incident onto a DVD and label the disc with the date, time, location and nature of the incident. The operator will also ensure the batteries for the camera are recharged.

The DVD will be given to the administrative deputy as soon as practical. The administrative deputy will archive the DVD's for a period of five years.

Sworn staff will inspect all CCTV systems at the start of each shift to ensure proper focus and operation. Sworn staff will log if the security video system is operational in the JIMS Area Checklist. All obstructions or repairs that need to be fixed will be relayed to the facility Operations Deputy. The deputy assigned to the Key Control position will review each floors Area Checklist for completion and notate on the CCTV Inspection list what cameras have been reviewed. The list will then be signed and filed with the Key and Radio log in Key Control.