

**SDSD Detention Services Bureau—South Bay Detention Facility Green Sheet**

<b>DATE:</b>	APRIL 10, 2022
<b>NUMBER:</b>	I.19.S
<b>SUBJECT:</b>	SECURITY VIDEO SYSTEMS

**PROCEDURE**

**I. OPERATION, USE, AND ARCHIVE**

- A. Sworn staff in the control area of the facility equipped with closed circuit television and recording equipment will check such equipment daily to ensure proper focus and operation. The Control Deputy will be responsible for logging if the security video system equipment is working properly. The information will be logged in the JIMS Area Checklist completed by the Control Deputy at the beginning of each shift.
  - 1. If the Control Deputy discovers the equipment needs repair, they will notify the Administrative Deputy and Watch Commander. The Administrative Deputy will promptly notify the County Security Communications Office or Security Technician.
  - 2. Each shift, the Watch Commander or designee will ensure the South Bay Detention Facility (SBDF) Digital Video Recorders (DVR) system is operational by completing a system check and noting its operation into the Watch Commander's Log. In order to track and resolve equipment repairs, the Watch Commander or designee will also notate any equipment needing repair in the SBDF Microsoft Teams Tracking Log every shift [CCTV Issue tracker](#).
- B. Critical incidents should be recorded and logged into NETRMS as needed by the deputy conducting the investigation.
- C. 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. SBDF sworn personnel who want to view archived video footage for investigations will get permission or receive the footage from the Watch Commander, Administrative Deputy, or designee.
  - 2. Video footage requested for training purposes must be approved by the Administrative Sergeant 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 deputy will retrieve the requested video.
- B. The administrative deputy will distribute the requested video as directed by the requestor.
- C. After the request has been fulfilled the administrative deputy who retrieved 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.