

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January, 9, 2021
NUMBER:	I.19.V
SUBJECT:	SECURITY VIDEO SYSTEMS
RELATED SECTIONS:	

PROCEDURE

REQUESTS FOR DVR RECORDINGS FROM OUTSIDE AGENCIES:

- 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 via CD, thumb drive, or sharefile link or 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.