

<b>DATE:</b>	MAY 9, 2022
<b>NUMBER:</b>	I.19
<b>SUBJECT:</b>	SECURITY VIDEO SYSTEMS
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To define the use of security video systems within a detention facility.

**POLICY**

Each facility equipped with video cameras, monitors and/or recording devices will ensure proper placement and quality for viewing purposes. This equipment may be used for movement control and monitoring (e.g., general surveillance, activity monitoring, specialized monitoring). Facility staff and supervisors will inspect the security video system equipment each shift to ensure the equipment is functioning properly. All facilities will create a process to audit and track issues and repairs of their security video system equipment.

**PROCEDURE**

- I. Sworn staff 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. Sworn staff in these areas will log if the security video system equipment is working. This information will be logged in the JIMS Area Checklist completed by sworn staff at the beginning of each shift.
  - A. Should adjustment or repair be needed to the security video system, the sworn staff member will notify facility administrative staff through email and/or the facility maintenance process.
  - B. The facility administrative staff will promptly notify the appropriate maintenance/facilities staff to schedule the adjustment or repair.
  
- II. Wherever possible, video monitors will be placed in such a manner to allow viewing by sworn staff only, unless the area is shared with professional staff.

Only sworn staff, physicians or licensed health/clinical staff will monitor areas where inmates may be observed unclothed, such as safety cells and areas where strip searches are being conducted. Sworn staff monitoring these areas will be the same gender of the incarcerated person being viewed.
  
- III. Outside law enforcement agencies may request copies of recorded video footage from a facility.
  - A. The requesting agency will complete a Request for Video Footage (J-358) form and submit it to the appropriate facility commander or designee for review and processing.
  - B. Each facility will develop a green sheet to detail the processing, distribution and archiving of video footage requests.

- C. Approval of video footage requests should be limited to situations involving combative/disruptive inmates or incidents which by their nature are likely to be of evidentiary value or administrative interest.