

## **2-02/025.05 - Closed Circuit Television**

The Sheriff's Department utilizes video cameras in the Court Services Division to enhance personnel safety and effectiveness in the performance of their duties and to provide a reviewable electronic record of incidents.

Regardless of the method of recording, the use of video equipment in the Superior Court by Sheriff personnel shall be restricted to law enforcement functions and are subject to all applicable laws, policies, and procedures.

### **FIXED VIDEO SURVEILLANCE (CCTV)**

Fixed video surveillance involves permanently or temporarily mounted cameras in designated locations that continuously record all activities in the cameras' view in lock-up/custody holding areas, public areas, and courtrooms. The CCTV shall not be used routinely or randomly viewed solely for the purpose of searching for policy violations where no independent allegation or evidence of a policy violation exists.

The Sheriff Department's primary objectives with fixed video surveillance are to:

Record/document events as they occur; Provide real-time intelligence for Department personnel; Provide video evidence of actions by inmates, staff, and courthouse patrons; Produce a deterrent effect against inmate violence; Provide for post-incident analysis.

### **RETENTION OF RECORDINGS**

Supervisors shall review all available video recordings as soon as reasonably possible following any use of force or facility incident, except for incidents involving inmate deaths. An incident refers to events or situations that require documentation or action by department personnel. Supervisors are prohibited from conducting routine or random viewing of CCTV footage solely for the purpose of policy violation searches where no independent allegation or evidence of a policy violation exists.

Unit Commanders or above shall be the only personnel authorized to review video recordings involving inmate deaths. Personnel shall not review video recordings involving inmate deaths without direct authorization from their unit commander.

If a supervisor determines a recording(s) may have evidentiary value or should be preserved by the Department for official use, the recording(s) shall be saved on the server and to a video medium (e.g., a compact disc [CD], digital video disc [DVD], a secured digital [SD] card). A copy of the video(s) shall be retained in accordance with applicable laws and Department policies and procedures regarding handling of video and/or evidence.

Under no circumstances shall personnel forward any image, video, or audio captured as a result of their employment to entities outside of the Department without unit commander approval. Refer to Manual of Policy and Procedures (MPP) sections 3-01/100.46, "Use of Communication Devices," 3-01/040.95, "Confidential Information," and 3-01/030.78, "Prohibition on Profiteering."

Recordings copied to CD, DVD, SD card, or other memory storage device should be appropriately labeled with the following:

- Inmate's name and booking number (If applicable, Court location);
- Uniform Report Number (URN), Reference Number, and/or Administrative Case Number.

#### ENTERING RECORDINGS INTO EVIDENCE

Supervisors shall ensure all video recordings and photographic evidence associated with an Incident Report (SH-R-49) is entered into the Department's Property, Evidence, and Laboratory Information Management System (PRELIMS). When a case is submitted for prosecution, the handling investigative bureau shall include all video and photographic evidence provided by the originating facility with their filing package unless privileged or otherwise precluded by law. This includes:

- Photographs or video recordings of suspect(s) injuries or areas of alleged injury; Photographs or video recordings of any personnel injuries;
- Audio or video recordings of the Area Lieutenant and sergeant's suspect and witness interviews;
- All audio and/or video recordings and/or radio transmissions (including all viewpoints of Closed-Circuit Television [CCTV] or portable camera) of the incident.

If no evidence is booked into PRELIMS, the investigator shall contact the operations staff at the originating facility and request that all evidence be booked into PRELIMS.

#### AREA LIEUTENANT RESPONSIBILITIES

Area Lieutenants shall designate a Branch Supervisor at each courthouse to be the video manager, responsible for ensuring video equipment is properly stored and maintained, and shall test equipment. The video manager shall also ensure these tests are completed, and proper video evidence retention procedures are in place.

#### GENERAL VIDEO EQUIPMENT INSPECTION

The Branch Supervisor or his/her designee shall ensure all video recording equipment is inspected once per shift. This requires the Branch supervisor to ensure personnel who use video equipment inspect their devices at the beginning of each shift to confirm the following:

- Account for all video recording equipment;
- All equipment is working properly;
- Any necessary repairs are documented appropriately.

#### Fixed Video Equipment Inspection

Inspection of fixed video equipment shall include the following:

- The Branch supervisor shall confirm that all surveillance cameras are properly functioning and recording by

logging into the system at the beginning of each shift.

- At the beginning of each shift, the Branch supervisor shall ensure real-time footage accurately reflects the correct date and time of day.
- The Branch Supervisor shall initiate a service request by utilizing the “CCTV / AIPHONE Repair in Courts” tab, found under the “Desktop Services” heading within the LASD Help Desk Portal. This portal can be accessed via the “My Help Desk” desktop icon or through the following link: <http://myservicedesk/CherwellPortal/IT>. The Supervisor is also responsible for documenting all actions taken in the EUDAL concerning malfunctions.
- The Branch supervisor shall ensure all high-definition cameras are recording at no less than ten (10) frames per second, with picture resolution no less than 720p, unless otherwise directed in writing by the respective Court Services Division Chief.
- The fixed video equipment inspection shall be documented daily in the facility E-UDAL.

NOTE: The Office of Public Safety is responsible for establishing protocols governing the security and remote monitoring of server rooms at each courthouse. The rooms shall remain locked and shall not be accessed by unit personnel except in emergencies or at the direction of The Office of Public Safety.

It should be noted that cameras in public areas and courthouse courtrooms are managed and governed by the Office of Public Safety. Cameras located in the Sheriff’s areas of the courthouse, including holding areas, are managed by the Sheriff/DSB and maintained by MCM Integrated.

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