01-03 STATION JAIL VIDEO SYSTEM

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 15, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 01-03 STATION JAIL VIDEO SYSTEM (Revised 04-15-06)**

Purpose of Directive:

The purpose of this directive is to establish procedures for mandating the use of the system to include, but not limited to, operating responsibilities, tape handling procedures, and storage and duplication procedures.

Scope of Directive:

This directive applies to all station personnel.

Directive:

The early morning shift jailer shall be responsible for obtaining a blank video tape at the beginning of his/her shift. The blank tapes are located in the Watch Commander's office. Upon obtaining a tape, the jailer shall write his/her name, shift, and date on the tape label. The tape from the previous day shall be removed from the video recorder (located in the Dispatch Center) and placed in the designated receptacle in the Watch Commander's office.

To begin recording the new tape, the play button and the record button need to be pressed simultaneously. The tape will automatically stop recording at the end of the 24 hour period. If the tape has evidentiary value, a copy of the tape shall be placed into evidence and logged in the Property and Evidence Ledger according to existing guidelines. The original tape shall be stored in the designated receptacle in the Watch Commander's office.

The early morning shift jailer is responsible for the swapping and storage of the jail video tapes.

The early morning Watch Deputy may substitute in these responsibilities.

Duplicating of tapes shall be conducted by the station property custodian with the approval of the shift Watch Commander or Watch Sergeant.

MANAGEMENT DIRECTIVE 01-03 (Revised)

STATION JAIL VIDEO SYSTEM
April 15, 2006

Contact Information:

For questions regarding policies, training, equipment problems, and technical information pertaining to the station jail cameras, contact Field Operations Support Services at (323) 5265767. For questions regarding the proper handling of Subpoenas or Court Orders for videotaped evidence, contact the Centralized Custodian of Records Unit at (323) 526-5378.

Additional information can be obtained by referencing Field Operations Directive 01-07.

TSR:VLP:vlp
Attachments