

5-03-025 Video Recording and Retention Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures pertaining to video recording at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working at TTCF.

ORDER:

Regardless of the method of recording, use of video equipment at TTCF by personnel shall be restricted to law enforcement functions only.

All video equipment must be approved by the TTCF watch commander prior to use.

Personally owned video recording devices of any kind are prohibited and shall not be brought into the secured areas of TTCF without prior approval from the watch commander.

Recording Incidents with a Portable Video Camera

Reasonable attempts shall be made to record significant incidents with a portable video camera including, but not limited to, the following:

- Major Inmate disturbances;
- Inmate extractions;
- Recalcitrant inmates;
- Housing area of facility searches;
- Application of medical restraints;
- Application of the Total Appendage Restraint Procedure (TARP);
- Application of the WRAP post use of force transportation;
- Application of the Safety Chair;
- Medical removals who pose a significant risk or have the potential to become violent;
- Use of force by Department personnel;
- All Emergency Response Team (ERT) activations, except for training exercises;
- When approaching or re-contacting an inmate, following an assault or attempt assault.

A designated video operator should respond to the incident and begin recording using the wide angle field of view. Unless no other option is available, **supervisors should not assume the role of video operator.**

The video operator shall state the following at the beginning of each recording:

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- Date;
- Time;
- Their name, rank, and employee number;
- Location;
- Factual narration during the incident (e.g. “watch commander is on scene,” “ERT is on scene,” etc.);
- Name of civilians on scene, (e.g. medical staff, mental health clinicians, chaplains);
- Status of facility lock down, if applicable;
- Any other necessary or significant details about the incident.

Only factual information shall be narrated while recording on video.

In order to establish a time line for the incident, the video recording should not be paused or stopped until the entire incident has concluded. If during the course of recording an incident, a battery or memory storage device need to be change, the video recording operator shall re-introduce their name, rank, employee number, the current time, and state the reason for the interruption. The video recording should include documentation of injuries, evidence, emergency medical treatment, and statements by all concerned parties.

In the case of emergency medical treatment, video recording shall continue after medical staff arrives, during the course of medical treatment, and until the inmate is completely stable, no longer resisting, and the medical staff has completed their treatment.

Outside medical personnel rendering first aid, while inside TTCF shall be recorded on video until they leave the facility, or finish treating the inmate.

When documenting inmate injuries, all inmates at or near the incident should be captured on video individually. When documenting a large inmate disturbance, the incident commander should be recorded on video directing inmates with injuries to come forward.

When video recording injured inmates, custody personnel shall:

- State the inmate’s name, booking number, and housing location;
- Ask the inmate to describe their injuries and how it occurred (when necessary, a language translator should be used);
- Thoroughly record all injuries on video.

Because the dynamics of an incident are constantly changing, the video operator should periodically pan around the entire area to show as much of the surrounding as possible, personnel present, and conversations between the inmate(s) and personnel. Whenever possible, only the on-scene supervisor should make the decision to stop recording an active incident.

Fixed Video Surveillance (DVTEL)

Fixed video surveillance is installed throughout TTCF and is accessible on computers equipped with the “Control Center” software. Fixed video surveillance involves cameras permanently or temporarily mounted in designated locations which continuously record all activities in the cameras’ view.

Retention of Recordings

Supervisors shall review all available video recordings as soon as reasonably possible following any inmate incident, force incident, or significant facility incident, with the exception of incidents involving inmate deaths. 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 the unit commander.

Under no circumstances shall personnel forward any images, video recording, or audio, captured as a result of their employment, entities outside of the Department without unit commander approval.

Video copied to a compact disc (CD), a digital video disc (DVD), or to a designated shared folder should be properly labeled with the inmate's name, booking number, Uniform Report Number (URN), reference number, and/or Administrative Case Number.

When the secure digital (SD) card in a portable video camera is running low on storage, the videos, and/or images that are stored on the SD card shall be transferred to a designated shared folder, the files stored on the SD card may be deleted to create space for future recording on the portable video camera.

All video recording shall be kept on the designated shared folder for a minimum of three (3) months. Incidents recorded on video not associated with an Uniform Report Number (URN) or reference number, shall be held for a minimum of twelve (12) months and thereafter destroyed at the discretion of the watch commander. Fixed video surveillance cameras for a minimum of twelve (12) months, unless otherwise directed in writing by the respective Custody Services Division chief.

Equipment Inspection

All portable video cameras shall be charged to ensure they are available to be used when needed. If a portable video camera is damaged due to misuse or is lost, an Incident Report (SH-R-49) shall be written and a replacement video camera shall be issued by TTCF Operations. TTCF Operations shall provide replacement cameras, SD cards, and charging cables, if needed.

When a fixed camera is identified as inoperable, the Data Systems Bureau (DSB) helpdesk shall be immediately notified.

Sergeant Responsibilities

At the beginning of the shift, all sergeants who have been issued a personal portable video camera shall ensure their camera is charged, and functional. Sergeants shall report any malfunction or the lack of a portable camera, to the on-duty watch commander. Sergeants shall have their assigned portable video camera on their person and available for use, throughout their shift.

If video camera equipment is not functional, the sergeants shall borrow an available video recorder from the watch commander for the remainder of their shift. When malfunctions cannot be repaired, the video camera shall be replaced through the TTCF Operations.

Outside Sergeant Responsibilities

Outside sergeants not assigned to TTCF, who work inside security in any capacity (overtime/CARP, etc), are responsible for having a portable video camera on their person and subject to the same requirements for capturing an event as mentioned above. Loaner portable video camera are available at the watch commander's officer. When portable video cameras become non-functional, outside sergeants shall notify the shift watch commander for a replacement.

Watch Commander's Responsibilities

At the beginning of each shift, the watch commander shall conduct a portable video camera equipment inspection for every sergeant assigned to their shift. Watch commanders will ensure each sergeant has a working portable video camera available. The recorders should be charged and have sufficient memory to document any noteworthy incidents that may occur throughout the shift. The watch commander shall log that all sergeants had the proper equipment available and if unavailable or inoperable, indicate what corrective steps were taken. If a sergeant reports a malfunction, the watch commander shall ensure the portable video camera has been replaced with a functional video camera. This information shall be logged in the Watch Commander's log.

The watch commander shall confirm all fixed surveillance cameras are properly functioning and recording at the beginning of each shift by logging into the "Control Center" program and retrieving a sample recording from the previous shift.

The watch commander shall notify TTCF Logistics of any malfunctions, and document all actions taken in the Watch Commander's Log, including who was notified and the requested corrective action.

TTCF Logistics shall ensure all high-definition cameras are recording at no less than ten (10) frames per second, with picture resolution no less than 720 pixels (p), unless otherwise directed in writing by the respective Custody Services Division Chief.

The daily fixed video recorder equipment shall be inspected and documented in the TTCF Watch Commander's Log.
