

3-06-050 Video Documentation of Incidents

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Reference: CDM 7-06/010.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for documenting inmate incidents **at Pitchess Detention Center (PDC) South Facility** using the digital video recorder. ~~Videos shall be used for the purpose of training, and documenting interviews, evidence and force incidents.~~

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at ~~Pitchess Detention Center (PDC)~~ South Facility.

ORDER:

Videos shall be used for the purpose of training, and documenting interviews, evidence and force incidents.

STORAGE

Each compound shall have a digital video camera assigned to their location. There will also be an additional video camera located in the watch sergeant's office. Line personnel shall not remove the video camera from the watch sergeant's office without permission from the watch commander or watch sergeant. The video cameras shall not be removed from the facility for any purpose except an emergency request from another unit, without prior approval of the armory lieutenant or the unit commander. Any exceptions pertaining to the usage and removal of the video camera will be at the discretion of the on-duty watch commander.

All camera accessories, cables and manuals are to be kept in the camera bag in the watch sergeant's office at all times. The camera is equipped with two (2) rechargeable batteries which are stored on the watch sergeant's desk and maintained by the watch sergeant.

Documentation, tutorials and helpful documents regarding the use of the digital video camera can be found in

the "Sergeant's Resource" book, located in the watch sergeant's office.

MAINTENANCE

The armory sergeant will be responsible for the routine maintenance and inspection of the video recording equipment.

The batteries shall be kept charged and checked by the watch sergeant daily. The video cameras assigned to each compound are equipped with USB charging cables that are attached to the individual cameras. The cameras shall be charged by compound personnel, by plugging the USB connection into the Intermec scanner docking station USB port.

Blank, recordable disc's and storage containers will be maintained and available at all times along with the camera.

RESPONSIBILITY

The watch sergeant shall assign a deputy or custody assistant who is trained in the use of the video camera to respond to any inmate incident that is likely to be of a significant nature.

The training sergeant is responsible for training a sufficient number of personnel on each shift in the use and maintenance of the camera equipment.

PURPOSE

Reasonable attempts shall be made to document all significant incidents on video, including, but not limited to the following:

- Inmate disturbances
- Cell extractions
- Recalcitrant inmates
- Application of restraints
- Medical removals which pose a significant risk or have the potential to become violent, except under unusual circumstances (e.g., when an inmate poses a significant risk or threat of becoming violent or resistive)
- Recording need not be continued during inmate transport via ambulance, or in an outside medical facility, or when medical treatment is administered by other agencies or departments
- Force or escape investigations
- Housing area or facility searches
- Any incident/event which may pose risk management and/or liability issues
- All Emergency Response Team (ERT) activations, except for training

TACTICAL PROCEDURES AND USE

The deputy or custody assistant assigned to the video equipment should respond, at the direction of the Watch Sergeant, to the area where the incident is reported. The sergeant shall have direct supervision of the

video deputy/officer during the incident at the direction of the incident commander.

The video operator shall record any incident, area or person they are directed to by the incident commander. All taping shall be in accordance with procedures set forth in the Custody Division Manual (CDM) section 7-06/010.00 "Video Recording Procedures." Of particular importance, personnel should note:

- Recording should begin with a wide angle field of view.
- The video operator shall state the date, time, their name, rank, employee number, location, and give a factual narrative during the incident (e.g., "watch commander is on scene").
- Any opinions or unprofessional comments shall not be made while recording. All narrative should be factual information only.
- Once recording has begun, it shall not be paused or stopped until the entire incident has been brought to completion.
- If a battery has to be changed, the video operator shall re-introduce his name, rank, and employee number, time and state the reason for the interruption in recording.
- Because the dynamics of an incident are constantly changing, the video operator should periodically pan around the entire area of the incident. Documentation should show as much of the incident surroundings as possible, including personnel who were present. Additionally, the video operator should attempt to record conversations between inmates and staff.

POST INCIDENT

A debriefing should be held as soon as possible after the incident. The video should be reviewed by the Incident Commander and available supervisory personnel for training value, use of equipment and tactical considerations.

A disc will be forwarded to the Training Sergeant for further evaluation. The Training Sergeant will be responsible for maintaining the discs and a log listing all of the discs available for in-service training.

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