

## 3-08-040 Video Recording Procedures



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures pertaining to video recording procedures within Men's Central Jail (MCJ).

### SCOPE OF ORDER:

This order applies to all employees assigned to, and/or working at MCJ.

### ORDER:

Use of video equipment at MCJ by personnel shall be restricted to law enforcement functions only. Refer to Custody Division Manual (CDM) section 7-06/010.00, "Video and Audio Recording Procedures."

### Retention of Recordings

When the secure digital (SD) card in a portable video camera is running low on storage, the SD card shall be relinquished to Main Control. A deputy in Main Control shall exchange the full SD card for an empty SD card and document it on the Memory Card Log. The MCJ Legal Unit shall retrieve the full SD cards from Main Control on a weekly basis and archive all videos and pictures. The SD card shall be deleted and returned to Main Control.

### **Video 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, an Incident Report (SH-R-49) shall be written and the camera shall be relinquished to MCJ Logistics. Main Control shall provide additional cameras and batteries, as needed.

Fixed cameras identified as inoperable shall be noted in the Data Systems Bureau (DSB) helpdesk.

### **Sergeant and Supervising Line Deputy Responsibilities**

Sergeants and supervising line deputies (SLD) issued a personal handheld recording device shall have their assigned camera on their person, and ensure their camera is charged, functional, and ready for use at the beginning of their shift. Sergeants and SLDs shall report malfunctions or the lack of a handheld camera to the on-duty watch commander and sign out an available video camera from Main Control for the remainder of their shift.

When malfunctions cannot be remedied, video cameras shall be replaced through the MCJ Training Unit.

### **Outside Sergeant Responsibilities**

Outside Sergeants and SLDs not assigned to MCJ, who work inside security in any supervisory (Line Sergeant or Supervising Deputy) capacity (Overtime/CARP, etc.), are responsible for having a video camera on their person and are subject to the same requirements to capture an event as mentioned above. Available video cameras shall be signed out from Main Control.

### **Watch Commander's Responsibilities**

At the beginning of each shift, the watch commander shall conduct a handheld video camera equipment inspection for every sergeant assigned to their shift. Watch commanders shall ensure each sergeant has a working handheld video camera available. The cameras should be charged and have sufficient memory to document noteworthy incidents that may occur throughout the shift. The watch commander shall log that all sergeants had the proper equipment available. Unavailable or inoperable equipment shall be noted along with corrective steps taken.

The watch commander shall confirm all surveillance cameras are properly functioning and recording at the beginning of each shift by receiving the information from the safety check sergeant.

The watch commander shall notify the designated video manager of any malfunctions, submit necessary work orders through proper channels, and document all actions taken in the Watch Commander's Log, including who was notified and the requested corrective action.

The designated video manager 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 Custody Services Division Chief.

The daily fixed video equipment inspection shall be documented in the facility Watch Commander's Log.

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