

Unit Order: 2014-04 PROCEDURES FOR CONTINUED OPERATION OF CUSTODY RELATED RECORDING EQUIPMENT

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures to ensure the continued operation of all custody related recording equipment and devices when performing maintenance, repair, or alteration work to said systems.

SCOPE OF ORDER:

This order shall apply to all Facilities Services Bureau (FSB) personnel.

ORDER:

Effective immediately, in the event any FSB employee is required to perform work on OCTV, CCTV, and/or network connected video recording systems that may render such system inoperative (such as the de-energizing of equipment), the employee shall first notify their immediate supervisor before proceeding.

PROCEDURE:

The FSB supervisor or manager shall notify, coordinate, and obtain approval from both Data Systems Bureau Network Administrative Group and the affected facility's operations staff prior to performing work. Appropriate steps shall be taken to assure security recording systems are maintained for the duration and scope of work to be completed.
