

5-47/005.00 Portable Video Camera Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the possession and usage of portable video cameras by sergeants and supervising line deputies at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all sergeants and supervising line deputies assigned to and/or working within the capacity of IRC.

ORDER:

The Sheriff's Department utilizes video cameras in the Custody Services Division to enhance safety and effectiveness for personnel in the performance of their duties, and to provide a reviewable electronic record of incidents.

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

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

Sergeant and Supervising Line Deputy Responsibilities

All sergeants and supervising line deputies shall have their assigned portable video cameras on their person and readily available throughout their shift.

At the beginning of the shift, all sergeants and supervising line deputies who have been issued a portable video camera shall ensure their camera is charged, contains an SD card, and is in good working condition.

If the portable video camera is not functional, the sergeant/supervising line deputy shall borrow an available portable video camera from the watch commander's office for the remainder of the shift. Portable video cameras that are not functional will be replaced through IRC Operations. 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 will be issued.

Outside sergeants working within the capacity of IRC, are responsible for having a portable video camera on their person by borrowing an available video camera from the watch commander's office for their shift. Outside sergeants are subject to the same requirements for capturing incidents as mentioned below.

Recording Incidents with a Portable Video Camera

Sergeants/supervising line deputies shall make reasonable attempts to record significant incidents with a portable video camera including, but not limited to, the following:

- Major inmate disturbances
- Inmate extractions
- Cell placements
- Recalcitrant inmates
- Application of medical restraints
- Application of the Total Appendage Restraint Procedure (TARP), or the Safety Chair, or WRAP restraint
- Medical removals who pose a significant risk or have the potential to become violent
- Use of force by Department personnel
- Any incident/event which may pose risk management and/or liability issues
- All Emergency Response Team (ERT) activations, except for training exercises

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 on the recording:

- Date
- Time
- Location
- Video operator's name, rank, and employee number
- Name, rank, and employee number of the supervisor(s) on scene
- Factual narration during the incident, (e.g. "Emergency Response Team is on scene," etc.)
- Any other necessary or significant details about the incident

Only factual information shall be narrated while recording on video.

In order to establish a timeline for the incident, the video recording should not be paused or stopped until the entire incident has concluded. If the incident becomes active after the recording was concluded, the recording shall be reinitiated immediately. If a battery or memory storage device change becomes necessary while recording an incident, the video operator shall reintroduce their name, rank, employee number, time, and state the reason for the interruption. The recording should include documentation of injuries, evidence, emergency medical treatment, and statements by all concerned parties.

Due to the dynamics of an incident constantly changing, the video operator should periodically pan around the entire area to show as much of the surroundings 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.

For additional information, please refer to the Custody Division Manual (CDM) Section 7-06/010.00 Video and Audio Recording Procedures.
