**PURPOSE:** To provide operational guidelines for the use of audio-visual recording equipment in the detention facility.

I. **General Provisions Handheld Video Cameras**

   A. The following situations occurring in the booking and intake areas will be recorded with sound using a handheld video camera providing there are no exigent circumstances:

   1. Assisting with the arrival of a combative inmate.
   2. The placement of inmates into a safety cell for disruptive or aberrant behavior.
   3. The placement of inmates into restraints by detention personnel.
   4. The removal of restraints from an inmate previously recorded under conditions set forth in this policy.
   5. A video recording will be made of the inmate every 15 minutes as long as the inmate continues to be disruptive. The video recording will be a minimum of one minute per occurrence.

   B. Video recordings with sound will be made only to document situations and actions involving detention operations. An inmate's behavior will not be recorded for use by or for an outside agency.

   C. No unauthorized copying or viewing of incident videos will be permitted.
1. A detention division captain or higher may authorize making any copies of a recorded incident.

2. Sheriff legal staff will be consulted prior to allowing anyone not directly connected with the Sheriff's Office (other than law enforcement) to view or have copies of any recorded incident.

3. A detention sergeant or above may approve the viewing of a recorded incident by detention staff on a need to know basis.

4. In the event of an unusual occurrence, video recordings should be reviewed by a supervisor to determine if any additional documentation, notification or action is necessary before the involved personnel leave.

D. Nothing in this policy modifies or changes any Sheriff's Office or divisional policy and/or procedures involving the use of force, use of restraints, or the reporting of the incidents.

E. Unless otherwise directed by a supervisor, handheld video camera recordings of incidents will be restricted to those occurring in the booking and intake areas of the facility. The handheld video camera will be used for recording use of force issues in other areas of the facility during cell extractions, riots, or as deemed necessary by the supervisor.

II. Recording Procedures – Handheld Video Cameras

A. Video recording media will be used for a maximum of one week and collected on Sunday night by the third shift watch commander.

1. Each recording will be labeled when started using the current date as the identification number and the tape label marked as booking recording.

2. A log sheet with the identification number will be started and maintained for logging incidents that are recorded on a particular recording media.

3. The video recording and log sheet will be forwarded to detention administration after being reviewed by the shift lieutenants.

B. The booking sergeant will be responsible for all handheld video camera recordings during the watch. At the beginning of each watch, the booking sergeant will assign a specific booking corporal as camera operator, and will check to make sure the date and time function is correct. The sergeant will verify the camera operator takes a 3-5 second shot of a signboard noting the current date, watch and assigned camera operator.

1. The camera only records start time of camera.

2. Each time the recorder is started, the camera operator will state for the audio portion of the recording:
a. His or her name and ID number.

b. The name, if known, of the inmate being recorded.

3. Each time, after an incident or behavior is recorded, the signboard will be shot for 5-10 seconds as a spacer between recordings. This is to provide a break between filming if/when recorded incidents may have to be copied.

C. An entry will be made on the video log sheet by the camera operator each time any video recording is made. Each recording, even if it is of the same subject or situation, will be recorded separately on the log sheet.

III. Recording Procedures – Individual Body Cameras

A. Use of force situations in booking will be recorded using a handheld video camera in addition to the individual camera worn by the sergeant.

B. Use of force situations where the response is planned and organized in advance will be recorded using a handheld camera in addition to the individual camera worn by Sheriff’s Office personnel.

C. Video cameras worn by Sheriff’s Office personnel will be activated when responding to any incident with a possible disruptive inmate and/or where a use of force incident could occur.

1. Sheriff’s Office personnel will activate their video camera when a confrontation is reasonably likely to result in the use of force.

2. All Sheriff’s Office personnel present at a use of force incident will activate their individual video cameras.

3. Sheriff’s Office personnel will activate their camera during fact finding interviews and when serving disciplinary paperwork to inmates.

D. Handheld or individual sergeant cameras will not be routinely used to record personal issues.

E. Sheriff’s Office personnel will download all videos from their individual camera at the end of each shift if any video has been recorded.

1. Sheriff’s Office personnel will properly label all videos.

2. Only authorized Sheriff’s Office personnel may delete, forward, or make copies of any video recordings.

F. Individual cameras are assigned to each authorized employee, who is responsible for keeping the camera charged and in working condition. If a camera is not working, it needs to be reported to the support lieutenant.
IV. Administrative Handling of Recorded Videos

A. All recordings of incidents recorded using handheld video cameras will be filed and stored in detention administration.

B. The recordings will be maintained for the current year plus five years before erasure.

C. An administrative lieutenant will review and sign the log sheet. Recorded incidents on which any legal or sheriff’s office action is pending or expected will not be erased until the outcome of the action is concluded.

D. Handheld video recordings must be subpoenaed for use in court.

V. Detention Bureau Security Cameras

A. All facility cameras are preset to record.
   1. All recordings will be maintained for 90 days.

B. It will be the staff’s duty to monitor cameras in their area of responsibility.
   1. Cameras will be used for official business purposes only.
   2. Cameras will be maintained in an appropriate position to allow for maximum view of the area.
   3. When staff must adjust camera positions or magnification, the original view is to be restored as soon as possible for monitoring by watch commanders.

C. Only supervisors will access the archive for reviewing and fact finding tasks.

D. No unauthorized copying or viewing of incident videos will be permitted.
   1. A detention captain or higher may authorize making copies of a recorded incident.
   2. Sheriff legal staff will be consulted prior to allowing anyone not directly connected with the Sheriff’s Office (other than law enforcement personnel) view or have copies of any recorded incident.
   3. A detention lieutenant may approve the viewing of a recorded incident by detention staff on a need to know basis.
   4. In the event of an unusual occurrence, video records should be reviewed by a watch commander to determine if any additional documentation, notification, or action is necessary before the involved personnel leave.