

Index as:
Digital Video Recorder System
Surveillance, Digital Video Recorder

Revised: 11/1992
Revised: 10/2004
Revised: 09/2010
Revised: 11/19

DIGITAL VIDEO RECORDER SYSTEM

I. POLICY

- A. The Digital Video Recorder System is used to monitor and record activities inside and around the jail.
- B. Using Government Code Sections 34090.6 and 34090.7 as our guidelines, the Digital Video Recorder System recordings will be automatically backed up to a server and stored.
 - 1. Any recording that is used or will be used for litigation will be stored permanently.
 - 2. Specific actions of inmates, such as destroying county property, rioting, suicide attempts, resisting intake and such, may be recorded and kept as a permanent record and may also be provided as evidence.

II. PROCEDURE

A. CONTROL BOARD OPERATOR'S RESPONSIBILITIES

- 1. The Control Board Operator will use the closed circuit camera system for surveillance of all housing units, sallyport, intake areas, central corridors, and external facility grounds, to ensure the building and perimeter security, and safety of staff, inmates and visitors.
- 2. Security cameras will be used in conjunction with facility intercoms to ensure the identity of persons prior to letting them into or out of secured areas of the facility.
- 3. The Control Board Operator will pan the perimeter cameras on a regular, but random basis to check areas out of the normal view cameras.
- 4. Any malfunctions on any of the cameras shall be immediately reported to the Facility Supervisor on a Facility Inspection Report.

CLOSED CIRCUIT TELEVISION SYSTEM

B. SERGEANT'S RESPONSIBILITIES

1. The Sergeant shall use the Digital Video Recorder to observe and review daily activities in the jail as well as review and critique critical incidents.
2. The DVR can be viewed from the Control Room, the Sergeant's office, Classification or the Lieutenant's Office.

C. LIEUTENANT'S RESPONSIBILITIES

1. The Lieutenant will use the DVR system to observe and review daily activities in the jail as well as review and critique critical incidents.
2. When a request for a video copy is made by the District Attorney's Office or other law enforcement agency, the request will be routed through the Corrections Lieutenant.
 - a. The Corrections Lieutenant may delegate the task of copying the video to a Sergeant.
 - b. The copy will then be routed back to the requesting agency.

///