

BUILDING VIDEO SURVEILLANCE SYSTEM – FIELD SERVICES

AUTHORITY:	Administrative Directive	
RESCINDS:	Procedure Manual Item 1-4-206, dated 3/22/2022 (Recertified)	
FORMS:	Special Incident Report – Adult	Automated (F057-9162.1(A) AF)
	Special Incident Report – Juvenile	Automated(F057-9162.1)(JF)
PURPOSE:	To establish a uniform procedure for video surveillance monitoring and recording at Probation offices and reporting centers.	

I. GENERAL INFORMATION

- A. The County video surveillance system is comprised of fixed, zoom, and pan-tilt-zoom cameras. In addition, there are Digital Video Recorders (DVRs) utilized for digital recording within select area offices and reporting centers. Multiple individual camera views may be recorded simultaneously by each of the DVRs. The system continuously records data and saves data for at least one year on the individual DVRs. The cameras are recording 24 hours a day / 7 days a week.
1. The system provides closed circuit video surveillance throughout Probation offices and reporting centers, for both the inside and outside of the buildings. Monitoring stations are located in reception areas or other authorized workstations.
 2. DVRs are stored in locked areas or cabinets with access limited to management or designee.
- B. Generally, the use of video surveillance and/or digital recording within the Probation offices and reporting centers serves to:
1. Maintain a safe and secure environment for clients, staff, volunteers, parents, collaboratives, teachers and other visitors/public while on the premises.
 2. Prevent unauthorized entrance or exit from the premises.
 3. Detect and prevent injury to staff, clients, or others.
 4. Observe emergency situations and reduce delays in responding.
 5. Detect and prevent loss, theft and/or damage to property.
- C. Additionally, digital recording of events will occur and be used to:
1. Identify training needs.
 2. Assist in the review/revision of safety and security procedures.

3. Provide an evidentiary record of disruptive activity, injury to staff, clients, or others, damage to property, and any other criminal conduct observed.
4. Assist in the administrative review of critical incidents.

II. PROCEDURE

A. Video Monitors:

1. Management or designees will have access to the surveillance feed by secure username and password. For monitors placed in reception areas or other generic locations, staff will be able to view video monitors, and may have access to recordings as authorized. Access rights that enable delete capability will be determined by management.
2. Serious incidents will be documented via a Special Incident Report (SIR). The SIR shall be completed by the end of the employee's shift and will be given to a supervisor for review and signature. The SIR will then be routed to the Division Director via the supervisor.
3. Unusual incidents to be documented shall include any incident that jeopardizes the safe and secure environment for clients, staff, collaboratives, volunteers, parents, teachers and other visitors/public while on the premises; unauthorized entrance or exit from the office/facility; disruptive activity inside or directly outside the building; and any and all emergency situations/responses.
4. All recorded unusual or serious incidents will first be reviewed by Executive Management or a designee. A manager or designee shall retrieve the specific recorded information from the DVR system. The recorded information/DVD shall be labeled appropriately with the date, time and location of retrieved information. This recorded information shall be given to the manager requesting the information.
5. All digital recordings shall be treated as evidence and will be maintained in a secure state on the DVR hard drive(s) for a period of time of not less than one year.
6. Cameras are programmed to specific views throughout the interior and exterior of select Probation offices and reporting centers. This can include entry doors, reception areas, hallways, classrooms, etc. to maximize the surveillance of the entire building. Camera views on specific monitors can be changed as needed.

- B. An updated Video Surveillance Desk Manual will be kept in the designated secured area with the video surveillance system. The manual will explain how to operate cameras, camera locations, adjust monitors, and other technical operations related to the video surveillance system.

C. Video Recordings

Outside requests to view or copy digital recordings shall be reviewed by Executive Management and the Custodian of Records.

REFERENCES:

Procedures:	1-4-101	Incidents or Injuries Involving the Public
	1-4-105	Use of Force – Field Services
	1-4-106	Oleoresin Capsicum (OC) Spray – Field Services
	1-4-110	Threats, Harm or Danger to Employees and Others
	1-4-114	Reporting Unusual or Special Incidents
	1-4-122	Leg Restraint Devices
Policies:	A-1	Policy, Procedure, and the Law
	D-1	Threats, Harm, Danger to Employees and Others
	D-2	Use of Physical Restraint/Corporal Punishment
	D-5	Arrests/Temporary Detentions
	D-7	Search and Seizure
	G-1	Appropriate Use of Facilities Occupied by Departmental Staff
	G-3	Building Security
	G-8	Injuries and Medical Emergencies

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APPROVED BY: