

## JUVENILE HALL VIDEO SURVEILLANCE SYSTEM

<b>AUTHORITY:</b>	Administrative Directive	
<b>RESCINDS:</b>	Procedure Manual Item 3-2-035, dated 8/18/23	
<b>FORMS:</b>	Special Incident Report	<b>Automated</b>
<b>PURPOSE:</b>	To establish a uniform procedure for monitoring the Juvenile Hall Video Surveillance System, the recording of events and safeguarding digital recordings.	

### I. GENERAL INFORMATION

- A. The Juvenile Hall Video Surveillance system comprises **of** fixed, zoom, and pan-tilt-zoom cameras capable of storing data on the [REDACTED] **system**. The system provides **digital** video surveillance to all living units, classrooms, **perimeter fences, gates, key entry points**, and public areas within Juvenile Hall. Monitoring stations are located at the [REDACTED] Center.
- B. Generally, the use of video surveillance within Juvenile Hall serves to:
1. Maintain a safe and secure environment for youth, staff, volunteers, parents, teachers, and other visitors while on the premises of Juvenile Hall.
  2. Prevent intrusions into or escapes from the facility.
  3. Detect and prevent injury to staff or youth.
  4. Observe emergency situations and reduce delays in responding.
  5. Detect and prevent loss, theft, and/or damage to property.
- C. **The surveillance system is** used to:
1. Identify training needs.
  2. Assist in the **reviewing and revising** of safety and security procedures.
  3. Provide an evidentiary record of disruptive activity in living units, staff/youth injury, **property damage**, and any other criminal conduct observed.
  4. Assist in the administrative review of critical incidents.
- D. The Security Center will be the primary station for video surveillance and recording, as outlined above. It is located in the [REDACTED] **Center**.

1. The Security Center is staffed by Institutional Security Unit (ISU) staff 24 hours a day, 7 days a week. If ISU must run short of staff members, the monitoring center [REDACTED], and [REDACTED] staff will monitor the main points of entry from the Control workstation.
2. Additional functions of the Security Center include dispatching ISU staff to various incidents within Juvenile Hall and serving as a back up to the functions of the Control station.

## II. PROCEDURE

### A. Video Monitoring:

1. **While monitoring cameras, staff will maintain active supervision, constantly watching every monitor. If any unusual activity is observed on any camera, they are to contact an ISU member or the unit staff immediately to follow up on what was observed. The Duty Officer or unit SPCO will also be notified immediately.**
2. Staff assigned to the video monitoring station in the Security Center will rotate every two (2) hours to prevent fatigue.
3. Each assigned staff will sign in and sign out in the ISU logbook (ICMS) for each shift.
4. All unusual incidents will be **documented** in the ISU logbook (ICMS).
5. Serious incidents will be documented via a Special Incident Report (SIR). The SIR **will** be completed by the end of the employee's shift and will be given to the Duty Officer/SPCO for review and signature. The SIR will then be routed to the Assistant Division Director via the supervisor/Duty Officer.
6. Unusual incidents to be documented shall include any incident that jeopardizes the safe and secure environment for youth, staff, volunteers, parents, teachers, and other visitors while on the premises of Juvenile Hall; attempted intrusions into or escapes from the facility; or disruptive activity within all areas inside and on the perimeter of Juvenile Hall.
7. **SPCOs shall review video surveillance with staff involved in any incident, in order to assist staff in documenting accordingly. For DPCOs who request to view security video, SPCOs shall download videos of incidents from the [REDACTED] system for staff to review before writing their SIR.**

### B. Video Camera/Recording

1. The [REDACTED] station also has the ability to monitor all video cameras. [REDACTED] will act as a back up to the Security Center.
2. Cameras are to be **positioned where staff and youth are** in all [REDACTED] [REDACTED] to maximize the surveillance of the entire facility.

**REFERENCES:**

Procedures:	3-2-001	Facility Security
	3-3-005	Assistance Calls
	3-3-007	Code Red/Code Yellow – Juvenile Hall
	<b>3-6-001</b>	<b>Use of Force – Facilities</b>
Policies:	A-1	Policy, Procedure, and the Law
	D-1	Threats, Harm, Danger to Employees and Others
	D-7	Search and Seizure
	G-1	Appropriate Use of Facilities Occupied by Departmental Staff
	G-3	Building Security

K. Carvo

**APPROVED BY:**