

JUVENILE HALL VIDEO SURVEILLANCE SYSTEM

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-2-035, dated 08/01/13

FORMS: Special Incident Report (F057-7018)

PURPOSE: To establish a uniform procedure for monitoring the Juvenile Hall Video Surveillance System, the recording of events and safe guarding digital recordings.

I. GENERAL INFORMATION

- A. The Juvenile Hall Video Surveillance system is comprised of approximately 215 fixed, zoom, and pan-tilt-zoom cameras. In addition, there are 12 Digital Video Recorders (DVR's) utilized for digital recording within Juvenile Hall. Up to 16 individual camera views may be recorded simultaneously by each of the 12 DVR's. The system continuously records data and saves data for up to 30 days on the 12 individual DVR's. The majority of the 215 cameras are being recorded 24hrs a day / 7days a week. There is room for expansion for approximately 25 more cameras on the current system.
1. The system provides [REDACTED] video surveillance to all [REDACTED] and [REDACTED] areas within Juvenile Hall. Monitoring stations are located at the [REDACTED] and [REDACTED].
 2. The video system also provides for the monitoring of [REDACTED], [REDACTED] locations, and key entry points to the **facility**.
 3. The system is used to identify training needs, assist in the review and revision of safety and security procedures, and provides evidentiary records of disruptive activity in the living units, security breaches, staff/**youth** injury, damage to property and any other criminal conduct observed.
- B. Generally, the use of video surveillance and/or digital recording 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. 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 in living units, staff/**youth** injury, damage to property, and any other criminal conduct observed.
 4. Assist in the administrative review of critical incidents.
- D. The [REDACTED] will be the primary station for video surveillance and recording as outlined above and is located in the [REDACTED].
1. The [REDACTED] is staffed by Institutional Security Unit (ISU) staff 24 hours a day, 7 days a week. **In the event that ISU must run short of staff members, the [REDACTED] will be dark and [REDACTED] staff will monitor main points of entry from the [REDACTED] work station.**
 2. Juvenile Hall Control also monitors the Juvenile Hall Surveillance System and staff assigned their backup ISU monitors.
 3. Additional functions of the [REDACTED] 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 Monitors:
1. Regular ISU staff member(s) will be stationed at the Video console whenever possible.
 2. ISU staff assigned to the video monitoring station in the [REDACTED] will rotate every [REDACTED] hours to prevent fatigue.
 3. Each assigned staff will sign in and sign out in the **ISU** logbook (**ICMS**) for each shift.
 4. All alarms or unusual incidents will be recorded in **the ISU** logbook (**ICMS**).
 5. 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 the Duty Officer/**SJCO** for review and signature. The SIR will then be routed to the ISU Assistant Division Director via the ISU supervisor(s).
 6. Unusual incidents to be documented and/or recorded 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; disruptive activity within all areas inside and on the perimeter of Juvenile hall. Any and all emergency situations/responses.

7. All recorded unusual or serious incidents will first be reviewed by Executive Management and a person designated in management 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 Division Director requesting the information.
8. 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 30 days, DVR memory permitting.

B. Video Camera/Recording Programming

1. The [REDACTED] station also has the ability to monitor all video cameras. [REDACTED] will act as a back up to the [REDACTED].
2. Cameras are programmed to specific views of all day rooms, fences, and classrooms to maximize the surveillance of the entire facility. Camera views on specific monitors can be changed as needed.

- C. An updated ISU [REDACTED] will be kept in the [REDACTED] at all times to explain how to operate cameras, camera locations, adjust monitors, and other technical operations related to the video surveillance system.

REFERENCES:

Procedures:	3-2-020	Security
	3-2-024	Code Yellow
	3-2-032	Juvenile Hall Code Red
	3-2-101	Assistance Calls
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

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APPROVED BY: