

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

**CLOSED CIRCUIT TELEVISION SECURITY SYSTEM (CCTSS)
DIGITAL IN-VEHICLE RECORDING SYSTEM (DIVRS)**

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

The primary intent of the CCTSS/DIVRS is to augment Juvenile Detention and Assessment Center (JDAC) and Treatment Facility safety and security and provide evidentiary audio/video recordings in the event of any allegation of misconduct. The CCTSS/DIVRS also provides a useful remote supervisory tool for PCSIs, PCSIIs, and Watch Commanders (WC). The procedure establishes the chain of authority and responsibility for reviewing, duplication, and storage of CCTSS/DIVRS recordings. This procedure also serves to inform staff that recording of all activities within the JDACs and Treatment Facilities are continual and that these recordings are regularly reviewed by Central Control, WCs and/or Administration.

Definitions:

Video Recordings: Electronic medium for the recording of both sound and display of moving visual media.

Closed Circuit Television Security System (CCTSS): A system by which mounted video cameras and microphones, monitor and record activities throughout the facility (internally and externally), 24 hours a day, seven days a week.

Digital In-Vehicle Recording System (DIVRS): A system which utilizes a camera mounted within a vehicle to record the activities within that vehicle.

Hand Held Cameras: Mobile video cameras located on units in the institution.

General Information on CCTSS/DIVRS setup and operation:

- A. The CCTSS consists of cameras, microphones, monitors, and recorders in sufficient quantity to provide audio/video coverage of selected areas of the facilities accessible to staff and youth.
- B. The CCTSS is located in full view of staff and/or youth.
- C. Live-feed monitors are located in Central Control, the WC's Office, and DDI/II offices.
- D. Recorders are located in the Server Room.
- E. CCTSS recordings will be retained on the system hard drive for approximately 13 months.
- F. The WC and DDI/II offices are the only locations where real time audio associated with the CCTSS can be activated.

Responsibilities:

- I. Central Control- Probation Corrections Officer (PCO):
 - A. Monitor the CCTSS for safety and security purposes.
 - B. Access each camera of the CCTSS to conduct a visual safety and security check of the facility at least once each hour and document in CE. Classrooms are randomly viewed while school is in session. Visual checks will include confirmation of the status of staff.
 - C. Report notable activity or behavior by youth, employees or visitors (which includes contractors, volunteers, etc) to the PCS I or WC immediately.
 - D. Maintain confidentiality of any notable activity viewed on the CCTSS by not discussing it with any staff other than a Supervisor or WC.
 - E. In the event of an incident (Code Red, Code Blue, etc) witnessed by Central Control that has not been announced, Central Control will announce the code.

II. Probation Corrections Officers (PCOs):

- A. Observe youth behavior to ensure there is no tampering with the CCTSS.
- B. When transporting youth in custody, utilize vehicles equipped with the DIVRS.
- C. Prior to each transport:
 - 1. Ensure the DIVRS is functional and operating properly.
 - 2. Ensure the DIVRS is activated prior to the transport and not stopped until all youth have exited the vehicle.

III. Facility Safety Officer:

- A. Ensure all CCTSS cameras are operational.
- B. Immediately report any malfunctions to the WC and submit an emergency Maintenance Request.
- C. Upon request from the Compliance Officer, prepare a copy of specific CCTSS footage and forward both the video recordings and the corresponding Room Check Log to the Compliance Officer within three (3) business days of request.

IV. Incident Commander (IC)/Probation Corrections Supervisor I (PCSI):

- A. Playback/review/copy CCTSS video recording when necessary.
- B. Restrict the usage of any transportation vehicle in which the DIVRS is not operational.
- C. Ensure recordings are properly downloaded, prior to the end of shift, if required.
- D. Ensure recordings are included with Incident Reports (IR), pursuant to the Incident Report Procedure.

V. Watch Commander (WC)/ Probation Corrections Supervisor II (PCSII):

- A. Upon accepting the watch, ensure the CCTSS is operational and that all cameras are focused and properly recording. Any malfunctions will be logged in the WC's Log, an emergency Maintenance Request will be submitted immediately and reported to the Facility Superintendent.
- B. The WC may activate real time audio when it is apparent that a code or an emergency situation is occurring.

VI. Director I/II:

- A. Will review facility safety officer monthly inspections to ensure operations of CCTSS cameras.
- B. On a weekly basis, will audit the camera usage report to ensure that supervisors are only accessing the real time audio feature when a code or emergency situation has occurred.

VII. Compliance Officer:

- A. Review monthly video recording(s) a minimum of (4) hours of random CCTSS recordings from each JDAC facility and (1) hour from Treatment Facilities to ensure compliance with procedures to include the Room Checks in JDACs and Treatment Facilities. During the review, certify that the accompanying Room Check Logs are accurate.
- B. Obtain the video recordings by submitting a request to the facility Safety Officer which indicates the date, time period/number of hours, and the unit requested.

VIII. Video Recordings:

- A. Generally, the CCTSS/DIVRS may be actively monitored or hard drive recordings reviewed, for any purpose, including but not limited to:
 - 1. Review of a critical incident or code.
 - 2. Review of an incident reported in an incident report or grievance.
 - 3. Review of an allegation of staff misconduct as reported by youth or staff.

4. Review of detained youth's conduct for prosecutorial purposes.
5. Review of staff performance to ensure compliance with policies, procedures, and training guidelines.
6. Review to ensure the facility is operating in a safe and secure mode.
- E. Playback and/or review of recorded material will only be done by a PCSI, PCSII, Director I/II, Superintendent, Supervising Probation Officer, Compliance Officer, or sworn-staff assigned to Administration or Professional Standards.
- F. When necessary, video recordings will be downloaded from the hard drive to a DVD for documentation/evidentiary purposes. When downloaded for the purposes of an incident report CCTSS DVD's will be clearly labeled. Labeling will include the tracking number, date/time/location of the incident and PIN# of the youth(s) involved.
- G. For the purpose of filing a new crime report, CCTSS/DIVRS DVD recordings will accompany the IR submitted to Juvenile Intake/Law Enforcement, if applicable. The release of such documentation will be noted in the IR.

Guidelines:

- A. Supervisors and above will have an account, with an assigned logon, permitting them to access the real time audio feature.
- B. The CCTSS real time audio feature will only be accessed by a DDI/II or the WC when it is apparent that a code or an emergency situation is occurring.
- C. Supervisory staff will not use the CCTSS/DIVRS to provide protracted remote supervision of any staff.
- D. The CCTSS is intended to work in concert with hand held video cameras. The CCTSS is a proactive system of constant monitoring, whereas the hand held video cameras are specifically deployed in response to a critical incident.
- E. PCOs will have access to the recordings when required to complete an IR, unless otherwise directed by a supervisor; or in situations such as, but not limited to, criminal conduct by another employee.
- F. All data and imagery captured by the CCTSS/DIVRS is the sole property of the San Bernardino County Probation Department.
- G. Violations of department policy, procedure, county policy, the law violations, or any other misconduct by staff, which is observed during any review process, will be forwarded to the DDI/DDII, via a PCSII. Such observations may result in disciplinary action or be forwarded to Professional Standards for further investigation.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

California Government Code Section 26202.6.

References:

Policy

Code of Silence

Procedures

Videotaping of Incidents in Detention Center and Treatment Centers

Third Shift Staff Checks in Juvenile Detention and Assessment Centers (JDAC's) and/or

Treatment Facilities

Code Red

Code Blue

Code Green

Room Checks in JDACs and Treatment Facilities

CLOSED CIRCUIT TELEVISION SECURITY SYSTEM (CCTSS)/
DIGITAL IN-VEHICLE RECORDING SYSTEM (DIVRS)

Incident Reports

Issued by:


Michelle Scray Brown, Chief Probation Officer

11-3-15
Date

Original Issue Date: April 16, 2008

Revised: March 1, 2010
Revised: August 15, 2014
Revised: May 6, 2015
Revised: November 3, 2015