

# Closed Circuit Television Security System (CCTSS) Digital In-Vehicle Recording System (DIVRS)

<b>Effective Date:</b>	3-14-24
<b>Revised Date:</b>	3-14-24
<b>Issuing Authority:</b> Chief Probation Officer	

## 503.1 PURPOSE:

To establish guidelines for the use of the Closed-Circuit Television Security System (CCTSS) and the Digital In Vehicle Recording System (DIVRS).

## 503.2 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.

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

## 503.3 RESPONSIBILITIES:

- I. Central Control- Probation Corrections Officer (PCO):
  - A. Monitor the CCTSS for safety and security purposes.
  - B. Ensure the CCTSS is operational and that all cameras are focused and properly recording at the beginning of each shift.
  - C. Log any malfunctions in the Logbook, submit an emergency Maintenance Request, and report it to the Watch Commander Immediately.
  - D. Access each camera of the CCTSS to conduct a visual safety and security check of the facility at least once each hour to include classrooms during school hours and document in CE. Visual checks will include confirmation of the status of staff.
  - E. Maintain confidentiality and report any notable activity or behavior by youth, employees, or visitors (which includes contractors, volunteers, etc.) to the PCS I/II or WC immediately.

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- F. In the event of an incident (Code Red, Code Blue, etc.), announce the code if it has not been acknowledged and/or announced by unit staff.
- II. Probation Corrections Officers (PCOs)/Transportation Officers:
  - A. When transporting youth in custody, utilize vehicles equipped with the DIVRS.
  - B. Prior to each transport:
    - 1. Ensure the DIVRS is functional and operates properly.
    - 2. Ensure the DIVRS is activated prior to the transport and not stopped until all youth have exited the vehicle.
    - 3. Immediately report any malfunctions to the WC and submit an emergency Maintenance Request.
  - C. Observe youth behavior during transport to ensure there is no tampering with the DIVRS.
- 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. Ensure CCTSS recordings are retained on the system hard drive for 13 months and document in monthly safety check.
  - D. Upon request from the Compliance Officer, prepare and forward the corresponding Safety Check Log to the Compliance Officer within three (3) business days.
- IV. Incident Commander (IC)/Probation Corrections Supervisor I (PCSI)/Transportation Supervisor:
  - A. Playback/review/copy CCTSS/DIVRS 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 and ensure recordings are included with Incident Reports (IRs).
  - D. Not use the CCTSS/DIVRS to provide protracted remote supervision of any staff.
  - E. Allow Officers to access recordings when required to complete an IR, unless otherwise determined, or in situations such as, but not limited to, criminal conduct by another employee.
- V. Watch Commander (WC)/ Probation Corrections Supervisor II (PCSII):
  - A. Log any malfunctions in the WC's Log, and ensure an emergency Maintenance Request is submitted.
  - B. May activate real time audio when it is apparent that a code or an emergency is occurring.

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- C. Forward to the DDI/DDII any violations of department policy, procedure, county policy, the law, or any other misconduct by staff which is observed during any review process.
- VI. Division Director I/II:
- A. May activate real time audio when it is apparent that a code or emergency is occurring.
  - B. Review the facility safety officer monthly inspections to ensure operations of CCTSS cameras.
  - C. On a weekly basis, audit the camera usage report to ensure that supervisors are only accessing the real time audio feature when a code or emergency has occurred.
- VII. Compliance Officer:
- A. Review a minimum of four (4) hours of random CCTSS video from each JDAC and Treatment Facility each month to ensure compliance with procedures, to include Safety Checks in JDACs and Treatment Facilities. During the review, certify that the accompanying Safety Check Logs are accurate.
  - B. When required, may review hard drive recordings for reasons relating to compliance concerns including, but not limited to, such things as grievances and safety checks.
- VIII. Video Recordings:
- A. The procedure establishes the chain of authority and responsibility for reviewing, duplication, and storage of CCTSS/DIVRS recordings.
  - B. The CCTSS/DIVRS may be actively monitored or hard drive recordings reviewed. Review and/or monitoring may include, but is not limited to, such things as:
    - 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.
  - C. Playback and/or review of recorded material will only be done by a Supervisor, Director, Compliance Officer, or sworn-staff assigned to Administration or Professional Standards.
  - D. 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/DIVRS DVD's will be clearly labeled.

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Labeling will include the tracking number, date/time/location of the incident, and Probation Identification Number (PIN) of the youth(s) involved.

- E. For the purpose of filing a new crime report, CCTSS/DIVRS DVD recordings will accompany the IR submitted to Juvenile Intake/Law Enforcement as applicable. The release of such documentation will be noted in the IR.
- F. All data and imagery captured by the CCTSS/DIVRS is the sole property of the San Bernardino County Probation Department.
- G. The CCTSS is intended to work in concert with handheld video cameras. The CCTSS is a proactive system of constant monitoring, whereas the handheld video cameras are specifically deployed in response to a critical incident.