

Electronic Recording of Incidents in JDACs and TFs

507.1 PURPOSE:

To establish guidelines for the electronic recording of incidents/potential incidents occurring within the Juvenile Detention and Assessment Centers (JDACs) and/or Treatment Facilities (TFs).

507.2 DEFINITIONS:

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.

Handheld Camera: A portable battery-operated digital audio/video recording device that is small enough to be held and operated in one hand.

507.4 GUIDELINES:

- A. Whenever possible, recordings should be used to document all emergency events: escapes, use of force, and medical emergencies, and evidence for possible violation of the law by a youth, staff, visitor, or at the direction of a supervisor.

507.4 RESPONSIBILITIES:

- I. Probation Correction Officer (PCO):
 - A. Check the unit handheld camera and ensure the battery is fully charged and the memory is not full at the beginning of every shift.
 - B. Designate one officer to be responsible for any electronic recording on the unit in the Caseload Explorer (CE) Shift Plan.
 - C. The officer recording should take an observatory role unless it is necessary for them to intervene to assist in controlling the situation and/or when the scene becomes unsafe.
 - D. Designate another officer or a responding officer if the assigned camera operator becomes involved in the incident and/or cannot effectively operate the handheld camera.
 - E. Upon the acknowledgment of an incident or a potential incident:
 1. The pre-designated officer or a responding officer should begin recording the incident as soon as feasible.
 2. Taking into consideration the evolving nature of the incident, the recording officer should state their name, the date, time, name(s) of youth involved, and the location of the incident if/when it is feasible to do so.

San Bernardino County Probation Department

Procedures Manual

Electronic Recording of Incidents in JDACs and TFs

3. Continue recording until directed to stop by the responding Probation Corrections Supervisor I (PCSI)/Incident Commander (IC).
 4. Confirm the end of the recording, state who called off the incident, and give the camera to the PCSI/IC.
 5. While recording:
 - (a) Focus on staff and youth actions.
 - (b) Record with no gaps in coverage of the incident; seamless documentation of the entire incident is the objective. Explain any footage gaps in the Incident Report (IR) of the event.
 - (c) Hold the camera as close to the action of the incident as safely possible.
 - (d) Attempt to record the incident in a manner that is consistent with preserving the dignity of youth and staff.
 - (e) If feasible and safe to do so, the camera may be placed on a table or desk to capture the incident.
- II. Probation Correction Supervisor I (PCSI)/Incident Commander (IC):
- A. Confirm that an incident is being recorded upon arrival at the scene and delegate recording responsibilities to line staff as necessary.
 - B. Once the incident has ended and all youth are secured, direct the staff to stop recording.
 - C. Obtain the handheld camera from the recording officer and upload the handheld camera and CCTSS recording(s) to the Probation Video Media Tracking System (PVMTS).
 - D. Review the recordings and ensure all uploads were downloaded from the handheld camera and CCTSS.
 - E. Log the Incident Report Number in the Video Tracking Binder in the WC office.
 - F. Upload any recording that may show a youth undressed into the Deputy Chief Probation Officer (DCPO) PVMTS Tracking System only.
 - G. Ensure all staff assigned to the unit are trained on camera functions and operations.
- III. PCSII/ Watch Commander (WC):
- A. Review the recordings and ensure consistency with submitted Incident Reports.
 - B. Log any incident in the WC's Log and include what type of video documentation was used.
 - C. Identify any training needs.
 - D. In the event a recording is determined to be evidence to a new crime and after approval is obtained from the facility DDI/DDII, CCTSS DVD recording(s) shall accompany the IR(s) submitted to the Intake Unit/Law Enforcement agency.

San Bernardino County Probation Department

Procedures Manual

Electronic Recording of Incidents in JDACs and TFs

- IV. Division Director I and II (DDI/II) or Designee:
 - A. Review all IR(s) and recordings in the PVMTS.
 - B. Authorize the release of electronic recordings to law enforcement agencies filing charges as appropriate.
 - C. Designate an Evidence Processor.
- V. Evidence Processor:
 - A. Store recordings in a locked area for a minimum period of five (5) years. After that five (5) year period, the video shall be retained if the youth remains a ward of the San Bernardino County Juvenile Court, and may then be destroyed three (3) years after termination of wardship or when the youth has attained eighteen (18) years of age as applicable.