

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

**ELECTRONIC RECORDING OF INCIDENTS IN JUVENILE DETENTION AND ASSESSMENT CENTERS
AND TREATMENT FACILITIES**

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines for the electronic recording of incidents or potential incidents occurring within the Juvenile Detention and Assessment Center (JDACs) or Treatment Facilities (TFs). The use of handheld cameras to record incidents serves as a means to augment video captured via the facility Closed Circuit Television Security System (CCTSS). These electronic recordings may be used for the purpose of training, evidence, to support written documentation of incidents, or debriefing.

Definition:

Closed Circuit Television Security System (CCTSS): A system by which mounted video cameras and microphones monitor and record activities throughout the facility, 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.

Responsibilities:

I. Probation Correction Officer (PCO):

- A. Designate one officer to be responsible for any electronic recording on the unit in the Caseload Explorer (CE) Shift Plan.
- B. Designate another officer or responding officer, if the assigned camera operator becomes involved in an incident and cannot effectively operate the handheld camera.
- C. At the start of a shift, confirm that the unit's handheld camera battery is fully charged, ready to record, and memory is not full.
- D. Upon the acknowledgement of an incident or a potential incident:
 1. The PCO, or a PCO from the responding unit, shall obtain the handheld camera that is housed on the unit and shall begin recording the incident.
 2. At the start of recording, the PCO recording shall state their name, the date, time, the youth involved and the location of the incident. They shall not narrate the incident's events.
 3. Continue recording until directed to stop by the responding Probation Corrections Supervisor I (PCSI)/ Incident Commander (IC).
 4. Confirm the end of recording, state who called off the incident, and give the camera to the PCSI/IC.
 5. Ensure the following while recording:
 - a. Record focusing on staff and the youth's actions.
 - b. Record with no gaps in the electronic recording coverage of the incident. It should contain seamless documentation of the entire incident. Any gaps in the coverage, or technical difficulties encountered that result in missed coverage, shall be explained in a written Incident Report (IR) of the event.
 - c. Hold the camera while recording as close to the action of the incident and as safely as possible.

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- d. If feasible and safe to do so, place the camera 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.
- B. Once the incident has ended and all youth are secured, direct the staff to stop recording.
- C. Obtain the handheld camera from the PCO, burn a Digital Video Disc (DVD) of the recording(s) and CCTSS. Apply a label to the DVD(s) with the following information:
 1. Youth(s) full name
 2. Type of code
 3. CE PIN number
 4. Date and time of incident
 5. Assign a tracking number that shall consist of the facility code, disc number and year, example: CV-01-2006.
 - a. Facility abbreviations shall be
 - i. Central Valley CV
 - ii. High Desert HD
 - iii. Treatment Facility TF
 6. Collect and review IR(s) from PCO(s) and forward to the Watch Commander (WC)/or PCSII.
 7. Review the recording and initial the DVD(s) and forward to WC/or PCSII.
 8. Log the DVD(s) in the Video Tracking Binder in the WC office and upload the video into the JDAC Video Tracking System.
 9. Upload any recording that may show a youth undressed in the Deputy Chief Probation Officer JDAC Tracking System only.
- D. Ensure that all staff assigned to their unit are trained on camera functions and operations

III. PCSII/ Watch Commander (WC):

- A. Review the recording and initial the DVD(s).
- B. Review all IR(s).
- C. Log any incident in the WC's Log and include a notation as to what type of video documentation was used: handheld camera recording, CCTSS DVD documentation, or both.
- D. Forward the IR and the video DVD(s) to the DDI/II.
- E. Identify any training needs.
- F. In the event a recording is determined to be evidence for the purpose of filing a new crime report, CCTSS DVD recording(s) shall accompany the IR(s) submitted to the Juvenile Intake/Law Enforcement, if applicable. The release of such documentation shall be approved by the facility DDI/II.

IV. Division Director I and II (DDI/II) or Designee:

- A. Review all IR(s) and recording DVD(s).
- B. Initial the DVD(s) submitted with IR(s).
- C. Authorize the release of electronic recordings to law enforcement agencies filing charges as appropriate.
- D. 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

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termination of wardship or when the youth has attained eighteen (18) years of age as applicable.

Guidelines:

- A. Incidents should be recorded as soon as possible and with no expectation that any portion of the incident is being captured on the CCTSS. The failure to capture the beginning or the majority of an incident should not deter staff from beginning to record the incident.
- B. Whenever possible, recordings should be used to document all emergency events: escapes, use of force, medical emergencies, evidence for possible violation of the law by a youth, staff, visitor, or at the direction of a supervisor. If there is the potential that a force option might be considered, staff should begin recording as soon as it is safely possible to do so.
- C. The PCO recording should take an observatory role unless necessary to intervene and assist controlling the incident when the number of staff present is insufficient to control an incident or when the scene becomes unsafe.
- D. Whenever possible, youth shall be recorded in a manner that is consistent with preserving their dignity.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

California Code of Regulation; Title 15 Crime Prevention & Corrections; Article 1.5: 3268 Use of Force

References:

Policy:

Training

Procedure:

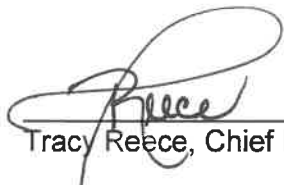
10-88 Soft Backup

Closed Circuit Television Security System (CCTSS)/Digital In Vehicle Recordings Systems (DIVRS)

Incident Reports

Retention and Disposal of Records

Issued by:



Tracy Reece, Chief Probation Officer

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Attachments:

A – Video Tracking Sheet

