

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.25	PAGES: 1 of 3
	RELATED ORDERS: P&P 8.21	
	ISSUED DATE: July 1, 1994	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: October 8, 2014	
CHAPTER: Security and Control	SUBJECT: Video Recording Equipment	

- I. **PURPOSE:** To establish policy and procedure for the use and maintenance of video equipment.
- II. **POLICY:** It shall be the policy of the Detention and Corrections Division to document, through the use of video equipment, operational responses to any unusual occurrence. Video recordings shall be retained for a three-year period.

III. DEFINITIONS:

- A. **UNUSUAL OCCURRENCE:** Any condition within the facility that requires an operational response and/or any situation which may draw public attention to, or reflect unfavorably upon, the Sheriff's Office.
- B. **VIDEO EQUIPMENT SET:**
1. Glenn E. Dyer Detention Facility: One camera, a battery charger, one 3-hour battery, one 30-minute battery and one blank video disc.
 2. Santa Rita Jail: One video camera, two battery chargers, two 2-hour batteries, one 30-minute battery, Secure Digital Memory SD Cards, one memory card reader, and blank Compact Discs (CD's).
 3. Santa Rita Jail: One GoPro camera, one micro Secure Digital Memory SD-card, two batteries, one helmet mount, one tripod mount, one suction cup mount, one head strap mount, two camera housings, one mono-pod, one lens replacement kit, and one memory card reader.
 4. Santa Rita Jail: One GoPro camera, one micro Secure Digital Memory SD-card, one battery, one helmet mount, one head strap mount, one visor clip mount, one chest mount, one camera housing, one replacement housing door and one usb cable.
 5. Santa Rita Jail: One GoPro camera, one micro Secure Digital Memory SD-card, one battery, one camera housing, one replacement housing door, and one usb cable.

IV. PROCEDURE:

A. STORAGE/ACCOUNTABILITY:

1. Glenn E. Dyer Detention Facility (GEDDF):
 - a. A video equipment set shall be stored in Central Control in a camera bag. A backup video equipment set shall be stored in the Training Office.
 - b. The C and D Team and the Central Control Technician shall inspect and log the video equipment set in Central Control daily to ensure that it is ready for immediate use. Both batteries will be charged every 24 hours on the C and D Team shifts.
2. Santa Rita Jail (SRJ):
 - a. A video equipment set shall be stored in the Watch Commander's Office and the Medium Sergeant's Office in a cabinet clearly marked "Video Equipment." A separate backup video equipment set shall be stored in a cabinet located in Control Point (CP)-1.
 - b. Each team's Maximum and Medium Sergeants shall inspect the video equipment set on a daily basis, to ensure that it is ready for immediate use.
 - c. The GoPro video equipment shall be stored in the Ready Room in designated cases.
 - d. The C and D Team Ready Room Technician shall inspect the GoPro equipment daily to ensure that it is ready for immediate use. All batteries will be charged every Sunday on the D Team shift.

B. USE OF EQUIPMENT:

1. The video camera or GoPro camera is to be used only after obtaining authorization from the on-duty Watch Commander or Watch Sergeant.
2. The supervisor coordinating the use of the video equipment shall ensure that Central/CP-1 or Ready Room staff log the video equipment in and out. Such action shall include an entry on the shift log recording the event; the video equipment set number, the video operator's name, and the time(s) of use.
3. Operational responses to unusual occurrences shall be filmed in their entirety, whenever such action is possible. This shall include movement of subjects to isolation cells or other alternative housing, and any medical attention provided.
4. Immediate and necessary operational responses shall not be delayed in order to provide for the presence of a video camera.
5. Planned operational responses to unusual occurrences shall be video recorded in their entirety, and the video recording requirement shall be included in any operation plans derived, whether written or not.

6. In certain cases, it may be appropriate to provide video recorded instructions and/or explanations of the planned operational response. The supervisor directing the response shall be responsible for the coordination of this activity.
7. At the conclusion of each use, the video camera set shall be returned to its originating storage area via the applicable supervisor. The supervisor shall ensure that the set is made ready for the next use, including any arrangements for equipment maintenance and/or replacement of CD's.
8. Video camera set maintenance shall be coordinated through the GEDDF Training Deputy or the SRJ Special Projects' Deputy.

C. VIDEO STORAGE:

1. Video disc(s) recorded as part of a criminal investigation shall be processed and stored as evidence in accordance with Policy and Procedure 8.21, "Evidence Processing."
2. Video disc(s) recorded for purposes other than evidence shall be labeled in a manner depicted on the attached page. The label shall contain the following:
 - a. Incident date/time and report number
 - b. Supervisor and recording deputy's name(s) and badge #(s)
 - c. Involved subject/inmate's name and PFN
 - d. Disc(s), and a copy of any report generated from the recorded incident, shall be forwarded to the Classification Office
3. The Classification Sergeant shall be responsible for maintenance of a video disc log, for storage, retrieval, and purging of all video discs. The log will include name of the subject/inmate being recorded, the report number (if applicable), the recording date, the recording officer's name and a purge review date.
4. Discs will be retained for a three-year period. Purge date of each disc will be noted on the log. Prior to the purge of a video disc, contact shall be made with the Grievance/Litigation Unit Sergeant to ensure purged video discs will not detract from ongoing litigation(s). Expired discs will be forwarded to the Training Deputy for review of their potential in training staff members.
5. Additional blank discs shall be kept in Central Control at the GEDDF and the Classification Office at the SRJ and shall be the source for replenishing those used to record operational responses.