

Recording of Incidents in Juvenile Facilities

950.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for using hand-held video cameras or camcorders, to record incidents within a juvenile facility. Recordings may be used for the purposes, including but not limited to, training, evidence, to support written documentation of incidents or debriefing. The presence of a camcorder may also act as a means of deescalating a youth who is creating a disturbance or acting out. Whenever possible, youth shall be recorded in a manner consistent with preserving their dignity. This policy applies to all juvenile facility staff.

950.1.1 DEFINITIONS

Definitions related to this policy include:

Closed Circuit Television Security System (CCTSS) - A security camera system which continually maintains and records critical areas of juvenile detention or treatment facilities.

Camcorder - A self-contained, lightweight, hand-held camera with an incorporated external memory storage capability.

950.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15, Article 5, § 1357;
- Juvenile Facility Services Policy: Prison Rape Elimination Act of 2003 (PREA).

950.3 POLICY

Juvenile facility staff shall use a camcorder to record all emergency events and critical incidents in a manner that is consistent with safety and security.

950.4 REQUIREMENTS

Emergency events or critical incidents that shall be recorded include, but are not limited to: emergency code calls, shows of force [REDACTED], medical emergencies, actual and attempted escapes, uses of force or any unusual incident at the direction of a supervising probation officer (SPO)/ duty officer (DO) or above.

Recording shall commence as soon as possible. The inability or failure to capture an incident from the beginning shall not deter staff from recording the incident.

The recording of incidents is intended to augment video captured via the facility's Closed Circuit Television Security System (CCTSS). Staff shall record incidents with no expectation that any portion of the incident is being captured by the CCTSS.

The camcorder(s) shall be kept in a secure location approved by the facility manager(s). Youth shall never be allowed to carry or handle the camcorder.

Riverside County Probation Department

Policy Manual

Recording of Incidents in Juvenile Facilities

In the event that "cross-gender viewing" cannot be avoided, as in the case when responding staff may be the opposite sex of the youth, please refer to the Juvenile Facility Services Policy: Prison Rape Elimination Act of 2003 (PREA).

950.5 LIMITATIONS

Recording shall not be done by a probation corrections officer (PCO) who is directly involved in the incident. The PCO operating the camcorder shall assume an observatory role.

Recording shall only occur when there is sufficient staff present to safely respond to an incident. Staff shall document any circumstance that prevents them from utilizing the camcorder.

Recording shall not be conducted by the SPO/DO on scene as this would distract him/her from taking command of the situation. These responsibilities shall be delegated to line staff.

950.6 RESPONSIBILITIES/RESPONSE

950.6.1 PROBATION CORRECTIONS OFFICER (PCO)

At the beginning of each shift, the DO or designee shall delegate one or more PCO to be responsible for operating the camcorder(s) during the shift.

At the beginning of each shift, the PCO assigned to a living unit shall confirm the camcorder's battery is fully charged, has sufficient memory storage space available and document the time the camcorder was checked in the unit's daily log. Any problems with the camcorder shall be immediately reported to the SPO/DO.

Upon acknowledgement of an incident or potential incident:

The PCO shall obtain the camcorder and begin recording the incident as soon as it is safe to do so. In the event that the PCO assigned to operate the camcorder becomes directly involved in an incident, any PCO who is near the camcorder and not involved in the incident may obtain the camcorder and begin recording. In some circumstances, the SPO/DO may delegate responsibility for operating the camcorder to another PCO.

When the PCO begins recording, he/she shall state his/her full name, title, date, time and location of the incident. The PCO shall remain quiet and focus on recording the actions of staff and youth who are involved in the incident.

The PCO shall maintain physical control of the camcorder throughout the recording process. Recording shall be done as close to the action of the incident as possible. The camcorder shall not be placed on a chair, counter or other surface while recording. The only exception is if the PCO operating the camcorder must suddenly assist the staff dealing with the incident.

Recording shall continue until the incident concludes, the problem is resolved, or the SPO/DO directs him/her to stop.

Riverside County Probation Department

Policy Manual

Recording of Incidents in Juvenile Facilities

There shall be no gaps in the video coverage/recording of the incident. It shall contain seamless documentation of the entire incident. Any gaps in coverage or malfunctions of equipment shall be explained in a written incident report.

Once the incident has ended and all youth are secured, the PCO operating the camcorder shall record the SPO/DO confirming the date and time the incident concluded.

The PCO shall provide the external memory storage component to the SPO/DO. The external memory storage component is considered evidence and shall be forwarded to the facility manager(s) for final review.

The PCO shall complete an incident report in the Juvenile and Adult Management System (JAMS) and forward it to the DO prior to the end of their shift.

950.6.2 SUPERVISING PROBATION OFFICER (SPO)/DUTY OFFICER (DO)

The responding SPO/DO shall check to see if the incident is being recorded upon his/her arrival at the scene. If recording has not yet occurred due to unsafe conditions or lack of sufficient staff, the SPO/DO shall delegate operation of the camcorder when safe to do so.

The SPO/DO shall direct the recording of the incident to cease upon conclusion or resolution of the incident.

The SPO/DO shall obtain the external memory storage component from the PCO who was responsible for operating the camcorder. The external memory storage component shall be labeled with the following information:

- (a) Youth's full name;
- (b) Type of incident;
- (c) Client identification number (CID);
- (d) Date and time of the incident; and
- (e) A tracking number consisting of the facility code, unit number, and the year. Example: RJH-U1-2014.

Facility Codes:
RJH-Riverside Juvenile Hall
IJH-Indio Juvenile Hall
SJH-Southwest Juvenile Hall
YOP-Youthful Offender Program

The SPO/DO shall log the external memory storage component on a Video Tracking Sheet (attachment), which shall be kept in a video tracking binder maintained in control.

The SPO/DO shall review and initial the external memory storage component. The SPO/DO shall collect and review all incident reports. Any inconsistencies and/or missing information

Riverside County Probation Department

Policy Manual

Recording of Incidents in Juvenile Facilities

in the incident reports or unexplained gaps in the recording shall be addressed with staff and documented. The SPO/DO shall also identify potential training areas.

The SPO/DO shall forward the external memory storage component and all incident reports in JAMS to the facility manager(s) for review and comment.

The SPO/DO shall ensure that any external memory storage component that has been used to record an incident is replaced with a new external memory storage component.

Unit SPOs shall ensure that all staff assigned to their unit have received training regarding this policy as well as basic camcorder operation.

Unit SPOs and DOs shall periodically check the operating condition of camcorders to ensure they are fully charged and contain an external memory storage component with sufficient recording space. Any problems shall be addressed with staff and noted in the duty log.

950.6.3 FACILITY MANAGER(S)

The facility manager(s) shall review all incident reports in JAMS and external memory storage components.

The facility manager(s) shall document their findings with regard to the content of the incident reports and external memory storage components.

The facility manager(s) shall evaluate the training needs of staff and coordinate in-house training programs with supervisors.

The facility manager(s) shall ensure that all external memory storage components are kept in a secure location within the facility. External memory storage components shall be retained for a minimum of five years.

Date(s) revised: 03/07/2016

Created: 01/11/2011

Attachments:

[1. Video Tracking Sheet](#)

