

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 18-14	Policy # 7.6
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities	Related Standards & References: DJJ 5.1, 8.5	
Chapter 7: PHYSICAL PLANT	Effective Date: 7/25/18 Scheduled Review Date: 7/25/19	
Subject: VIDEO MONITORING SYSTEMS	Replaces: 7/25/17 Secure Facilities	
Attachments:  None	APPROVED:   <hr/> Avery D. Niles, Commissioner	

## I. POLICY:

The Department of Juvenile Justice shall use a stationary video monitoring system to assist in ensuring the safety and well being of youth, staff, and visitors. Video monitoring shall not substitute for the appropriate supervision of youth.

## II. DEFINITIONS:

**Closed Circuit Television (CCTV):** A video monitoring system designed to cover all common areas and certain external locations. The monitoring system consists of stationary cameras linked to a bank of television monitors and video recorders.

**Special Incident:** An event involving youth, employees, and/or programs/facilities/offices (owned, operated, or contracted) that interrupts normal procedure or precipitates a crisis.

## III. PROCEDURES:

- A. A warning notice will be posted in plain view at the main entrance of each secure facility utilizing a video monitoring system.
- B. Youth will be informed about the facility's use of a video monitoring system during orientation to the facility.
- C. Closed Circuit Television (CCTV) will be operated 24 hours per day, 7 days per week.
  1. For reasons of privacy, CCTV will not be used to monitor the following areas:
    - a. Showers and toilet areas;
    - b. Areas used for strip searches;

Chapter	Subject	Policy #	Page
PHYSICAL PLANT	VIDEO MONITORING SYSTEMS	7.6	2 of 4

- c. Individual cells; and
    - d. Medical exam and treatment rooms.
  - 2. CCTV will not be used as a substitute for the use of hand-held video cameras to record use of force or other incidents.
- D. CCTV will be operated in accordance with the training provided by the CCTV provider.
- E. Each facility Director will appoint a CCTV Site Coordinator who will oversee the facility's CCTV use and operation. The facility Director will coordinate training of the Site Coordinator with the CCTV management team at Central Office.
  - 1. The CCTV Site Coordinator is responsible for:
    - a. Assuring that all cameras are recording as required;
    - b. Periodically downloading archival copies from the system as a test to access video from the system;
    - c. Producing copies of video recordings for investigations;
    - d. Maintaining a list of camera locations and assigned numbers;
    - e. Maintaining a CCTV Video Download Log; and
    - f. Maintaining facility CCTV archives.
  - 2. The CCTV Log will include the following documentation, at a minimum:
    - a. The date and time that the system's operation was checked;
    - b. Any staff requesting access to CCTV system for review;
    - c. The date and time that the CCTV footage was downloaded;
    - d. All standard periodic maintenance performed on the system;
    - e. Any incident of damage or malfunction to the system, who was notified, and when successful repairs were completed; and
    - f. All approved requests for copies of the videos, including those made for investigations.
  - 3. Cameras and equipment will be maintained in working condition to ensure clear images are recorded.

Chapter	Subject	Policy #	Page
PHYSICAL PLANT	VIDEO MONITORING SYSTEMS	7.6	3 of 4

- a. Each work day the CCTV Site Coordinator will ensure the system is operational, the cameras are operating, and the equipment is recording.
  - b. If CCTV is found to be malfunctioning (including an unclear image), the CCTV Site Coordinator will complete an in-house Special Incident Report by the end of that shift and will complete an electronic work order within 24 hours to notify the Office of Technology and Information Services.
- F. All equipment used for viewing or copying videos must be housed in a secured area.
- G. Downloading:
- 1. CCTV will be downloaded in accordance with the CCTV system documentation and manuals provided at training.
  - 2. Individual incident DVD recordings will be made in relation to a Special Incident Report or as authorized by the facility Director. At minimum, a DVD recording will be made for the following Special Incident Reports:
    - a. Death of a youth, staff, visitor (A1P, A2P, A3P);
    - b. Child abuse, sexual abuse/exploitation, or neglect (B1P, B3P, PY1-PY4);
    - c. Mistreatment of a youth (G3P);
    - d. Riot or other major group disturbance (H4P);
    - e. Any incident in which formal charges will be filed against a youth in accordance with investigation outcome; or
    - f. A youth with an injury severity rating of 4 or more.
  - 3. Each DVD incident recording must be legibly identified and accounted for. The DVD will be marked with the camera number, the date, and the time the recording started and ended.
  - 4. Archival DVD recordings will be individually identified according to the system described by the system installer.
- H. DVD Storage and Retention
- 1. DVD incident recordings will be stored and attached to the corresponding Special Incident Report and stored in a secure area that is double locked (see DJJ 8.5, Special Incident Reporting). The facility Director and CCTV Site Coordinator will follow standard security measures provided under the data

Chapter	Subject	Policy #	Page
PHYSICAL PLANT	VIDEO MONITORING SYSTEMS	7.6	4 of 4

security policy to prevent unauthorized/unlawful processing of data or accidental loss of, destruction, or damage to data (See DJJ 6.8, IT Security).

2. DVDs will be retained in accordance with the established records retention schedule (See DJJ 5.1, Records Management, Attachment A, Approved Retention Schedule).
  - I. Recorded images are considered confidential information. Access to recorded images will be restricted to only those responsible for the management and operation of the system.
    1. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
    2. The DVD may be transmitted via secure DJJ email to Office of Legal Services staff and/or Office of Investigations staff. Otherwise, no images will be transmitted over the internet for any reason (e.g., Facebook, YouTube, other social networks, or private email).
    3. The CCTV Site Coordinator will ensure that the CCTV recording of all special incidents that mandate any type of investigation (OI Investigator or regional) is attached to the Special Incident Report packet.
    4. The Office of Training may use CCTV recordings for training purposes upon approval by the respective Deputy Commissioner, in consultation with the General Counsel and the Director of the Office of Investigations.
    5. CCTV recordings may contain useful evidence of a recent incident. A copy of the DVD will be released to the Office of Investigations upon request of the Special Incident Report packet or by the Office of Legal Services.
    6. The Office of Legal Services will be immediately contacted if CCTV recordings are requested by outside individuals (e.g., attorneys, parents, etc.). The CCTV recording will not be released without the approval of the Office of Legal Services.
  - J. Use of CCTV for Facility Training purposes:
    1. Directors will use CCTV footage to improve facility operations and train staff members to correct issues, including but not limited to, procedures, use of force techniques, or security violations.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**