

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 13-03	Policy # 8.15
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: DJJ 5.1, 8.5	
Chapter : SAFETY, SECURITY AND CONTROL	Effective Date: 3/15/13 Scheduled Review Date: 3/15/15	
Subject: VIDEO CAMERAS	APPROVED:	
Attachments: None.	 <hr/> Avery D. Niles, Commissioner	

### I. POLICY:

Department of Juvenile Justice secure facilities shall make every effort to ensure the use of a hand-held video camera to document physical intervention techniques and other incidents with a likelihood of serious injury to a 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.

### III. PROCEDURES:

- A. Staff assigned to use a video camera will be trained in the use of that particular video camera model before being assigned the duty. This training will be documented on the On-the-Job Training checklist.
- B. The post assignments that require the use of a video camera will include the requirements for the use of the video camera in the post order. The staff member assuming the post will check the video camera as part of his/her issued equipment for the post to ensure that it is operable. When the staff member signs the logbook indicating that he/she has assumed the post, the staff member is indicating that all equipment, including the video camera, is operable. If the camera is not operable, the staff member will immediately notify the shift supervisor who will provide the staff member with an operable camera.
- C. The facility Director will ensure a sufficient number of operable video cameras are available, to include replacements that can be accessed when needed.
- D. Video cameras will be stored in such a way that they are quickly and readily accessible to staff.
- E. The facility Director will ensure that local operating procedures include:
  - The security post to which each video camera will be assigned;

Chapter	Subject	Policy #	Page
SAFETY, SECURITY, AND CONTROL	VIDEO CAMERAS	8.15	2 of 3

- Individuals responsible for training staff on the use of video cameras and when the training will be conducted (supported by documentation);
  - Setting the video camera's date and time functions;
  - General maintenance and care of the video cameras, to include batteries;
  - The designated staff member(s) who will check the battery of each camera and insert a clean video tape/disc into each camera before each shift;
  - Securing the video tape/disc immediately after the incident to ensure that the incident is not recorded over; and
  - Labeling the video tape/disc with the in-house tracking number and/or the number assigned from the Special Incident Report Database.
- F. The Director will use incident location reports, known blind spots and other relevant data to guide the decision of where to locate the hand-held video cameras.
- G. Following an incident, youth who need assistance in writing a statement will be assisted by staff or may be videotaped. These video tapes/discs will be attached to the Special Incident Report (SIR).
- H. Staff using a video camera to document an incident will make every effort to ensure that the entire incident is accurately recorded without gaps in the time or sequence of events. The incident will be filmed until the youth is safe and secure (i.e., in the room or under control).
- I. If the date and time function of the video camera are not correct, the staff member filming the incident will verbally announce the date and time. Immediately after filming the incident, staff operating the video camera will set the correct date and time.
- J. After starting the recording, the staff member will identify the youth and staff being filmed by name, if known.
- K. When the staff member filming an incident feels that his/her assistance is needed in controlling the incident, he/she will leave the video camera recording, place the camera in a position that will most likely capture the incident, and assist the other staff or youth.
- L. When available non-security staff may record the incident via the handheld camera.
- M. When youth are nude during an incident, every effort will be made to cover the youth, or to videotape with respect for the youth's dignity.
- N. Youth will not be videotaped while being examined or evaluated by medical or mental health staff.
- O. If an employee has knowledge of the destruction or theft of a video camera, it will be reported on a SIR in accordance with DJJ 8.5, Special Incident and Child Abuse. After an investigation, if an employee is found to have purposefully destroyed or stolen state property, he/she may be required to reimburse the Department the replacement cost and may be subject to adverse action up to and including termination.

Chapter	Subject	Policy #	Page
SAFETY, SECURITY, AND CONTROL	VIDEO CAMERAS	8.15	3 of 3

- P. Video tapes/discs of incidents will be retained in accordance with the Approved Retention Schedule. (DJJ 5.1, Records Management, Attachment A under Section Electronic Records). Video tapes/discs that are a part of pending litigation or a pending investigation will not be destroyed.
- Q. Videos will be attached to the corresponding Special Incident Report and stored in a secure area that is double locked (see DJJ 8.5, Special Incident and Child Abuse Reporting). The facility Director will put security measures in place to prevent unauthorized/unlawful processing of data or accidental loss, destruction or damage to data.
- R. Requests from outside the Department to view a video of an incident will be referred to the Office of Legal Services. Requests will be handled as outlined in Records Management policies. (See DJJ Policy Chapter 5)
- S. Closed Circuit Television (CCTV) will not be used as a substitute for the use of hand held video cameras to record the use of physical intervention techniques or other incidents.
- T. Individual incident video/DVD recordings (through the CCTV system) will be made in relation to a Special Incident Report or as authorized by the Director. A video/DVD recording will be made for the following Special Incident Reports:
- Death of a youth, staff, or visitor (A codes);
  - Child abuse, sexual abuse/exploitation, child neglect (B and PY codes);
  - Employee misconduct (code G2P);
  - Mistreatment of a youth (code G3P);
  - Riot or other major group disturbance (code H4P); and
  - A youth with an injury severity rating of 4 or more.

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