

LASD MANUAL OF POLICY AND PROCEDURES

5-05/100.00 VIDEO RECORDING PROCEDURES

The Sheriff's Department utilizes video cameras in Custody Division to enhance safety and effectiveness for personnel in the performance of their duties, and to provide a reviewable electronic record of incidents.

Regardless of the method of recording, use of video equipment at a Sheriff's Department facility by personnel shall be restricted to law enforcement functions, and is subject to all applicable laws, policies and procedures.

Portable Video Cameras

Portable video cameras are handheld devices used to record incidents, interviews, crime scenes, and any other situation requiring an audio/visual accounting.

Recording Incidents with a Portable Video Camera

Reasonable attempts should be made to record significant incidents with a portable video camera including, but not limited to, the following:

- Inmate disturbances,
- Cell extractions,
- Recalcitrant inmates,
- Application of restraints,
- Medical removals which pose a significant risk or have the potential to become violent,
- Use of force by Department personnel,
- Housing area or facility searches,
- Any incident/event which may pose risk management and/or liability issues,
- All Emergency Response Team (ERT) activations, except for training exercises.

Video recording equipment should normally only be used by trained personnel who have successfully completed the "Video Operator Course" presented by the Training Unit - Custody Division. The training sergeant at each unit shall maintain a list of trained personnel.

A designated video operator should respond to the incident and begin recording, using the wide angle field of view. Since the first obligation of on-scene supervisors is safety, and leadership of personnel, supervisors should not assume the role of video operator under most circumstances. The video operator shall state the date, time, their name, rank, employee number, location, and provide factual narration during the incident, i.e., "watch commander is on scene," "Emergency Response Team is on scene," name

civilians on scene such as a nurse or mental health clinician evaluating the inmate, "facility is on lock down," and any necessary details about the incident. Only factual information shall be narrated while recording on video.

Generally, once recording on video has begun, it should not be paused or stopped until the entire incident has been brought to completion in order to establish a time line for the incident. If a battery, tape, or memory storage device change becomes necessary, the video operator shall re-introduce his/her name, rank, employee number, time and state the reason for the interruption. The video tape or memory storage device should include documenting injuries, evidence, emergency medical treatment, and statements by all concerned parties.

In the case of emergency medical treatment, recording on video should generally continue after medical staff arrives and during the course of medical treatment, until the inmate is completely stable, no longer resisting, and the medical staff has completed their tasks. Outside medical personnel, rendering aid while inside a County jail facility, shall also be recorded on video until they leave the facility.

When documenting inmate injuries, all inmates in or near the incident should be captured on video. When documenting a large inmate disturbance, the incident commander should be recorded on video directing inmates with injuries to come forward.

A deputy should state the inmate's name, booking number, and housing location. The inmate should describe his/her injury(s) and how it occurred. The injury(s) should be thoroughly recorded on video.

Because the dynamics of an incident are constantly changing, the video operator should periodically pan around the entire area to show as much of the surroundings as possible, personnel present, and conversations between the inmate(s) and personnel. Whenever possible, only the on-scene supervisor should make the decision when to stop recording.

Fixed Video Surveillance

Fixed video surveillance involves cameras permanently or temporarily mounted at designated locations to continuously record all activities.

The Sheriff's Department's primary objectives with fixed video surveillance are to:

- Record/document events as they occur,
- Provide real-time intelligence for Department personnel,
- Provide video evidence of actions by inmates and staff,
- Produce a deterrent effect against inmate violence,
- Provide for post-incident analysis.

Retention of Recordings

Supervisors shall review all available video recordings as soon as reasonably possible following any force incident, or any significant facility incident. If a supervisor determines a recording may have evidentiary value, or should be preserved by the Department for official use, the recording shall be saved on the server and to a video medium, such as a CD or DVD. A copy of the video shall be retained in accordance with applicable laws, Department policies and procedures regarding handling of video and/or evidence.

Video copied to CD, DVD, or other memory storage device should be properly labeled with the following:

- Inmate's name and booking number,
- URN number, Reference number, and/or Administrative Case Number,
- Date, time, and location of incident,
- Brief description of incident,
- Name, rank, and employee number of video operator, or person who created the copy.

Incidents not associated with an URN or Reference Number, recorded on video, shall be held at the discretion of the watch commander, but no less than 25 months. Fixed video surveillance cameras will record continuously and the contents shall be retained in electronic storage devices for no less than 25 months, unless otherwise directed in writing by the Custody Division Chief.

If there are no video trained personnel on-duty to retrieve a recording, the supervisor shall notify the unit commander and the video manager of the following:

- Request to save potentially recorded video footage onto a DVD or CD,
- Date, time, URN/Administrative Case Number,
- Description of the incident,
- Description of what may have been recorded on the surveillance system,
- Location of the incident and specific surveillance cameras which may have recorded the incident.

The requesting supervisor shall follow up to ensure the requested surveillance recording is saved and retained in accordance with established procedures as described above. Supervisors shall ensure that all reportable incidents clearly document whether or not an incident was captured on video.

Unit Commander Responsibilities

Unit commanders shall develop and implement procedures for video recording significant incidents occurring in their facility, and ensuring proper handling and preservation of video, as prescribed by Department policy. The unit commander shall

designate a supervisor to be the Video Manager, who is responsible for ensuring video equipment and storage is properly maintained, regular tests are being completed, and proper video evidence retention procedures are in place.

General Video Equipment Inspection

Watch commanders shall ensure all video recording equipment is inspected once per shift. This requires the watch commander to ensure that personnel who use video equipment inspect their devices at the beginning of each shift to confirm the following:

- All video recording equipment is accounted for,
- All equipment is working properly,
 - Any necessary repairs are documented and the proper paperwork completed and forwarded to the designated person.

Portable Video Equipment Inspection

- Ensure that sufficient batteries are charged,
- The camera should be pre-set to record in a high quality mode, and should be pre-set not to record the internal time and/or date, as that information can be erroneously programmed,
- When applicable, there should be a blank tape or memory storage device in the video camera and at least two additional blank tapes or memory storage devices available at the beginning of each shift,
- The portable video equipment inspection shall be documented on the Uniform Daily Activity Log.

Fixed Video Equipment Inspection

- The watch commander shall confirm all surveillance cameras are properly functioning and recording at the beginning of each shift by logging into the system and retrieving a sample recording from the previous shift.
- The watch commander shall notify the designated video manager of any malfunctions, submit necessary work orders through proper channels, and document all actions taken on the Watch Commander's Log., including who was notified and the requested corrective action.
- The designated video manager shall ensure all high-definition cameras are recording at no less than 5 frames per second, with picture resolution no less than 720p, unless otherwise directed in writing by the Custody Division Chief.
- The fixed video equipment inspection shall be documented on the facility Watch Commander's Log.

NOTE: Data Systems Bureau (DSB) is responsible for establishing protocols governing the security and remote monitoring of server rooms at each facility. The rooms shall

remain locked and shall not be accessed by unit personnel, except in case of emergency, or at the immediate direction of DSB.

Questions regarding video operator procedures, training, video recording equipment, and requests for video editing or copies may be directed to the Custody Division Headquarters Training Video Unit.

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