

## Video Documentation

### 1715.1 HANDHELD CAMERA

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false uses of force and assist in continuing training related to officer safety issues.

- (a) Handheld cameras will be checked at the beginning of every shift by staff members assigned to each work location.
  - 1. The handheld camera will be checked for sufficient battery charge and available memory.
  - 2. The handheld camera check, and any missing or malfunctioning equipment, will be reported to the area supervisor and documented on the Guard Station Log.
- (b) A Deputy/SSO/CSA will activate a handheld video camera as soon as practical during any unusual or noteworthy event.
- (c) Events that should be recorded include, but are not limited to:
  - 1. Major disturbances
  - 2. Emergency Response Team (ERT) activations
  - 3. Contacts with uncooperative inmates that are likely to result in a use of force
  - 4. Restraint chair use
  - 5. Involuntary medications
  - 6. Use of Force interviews
  - 7. Retrieval of contraband
  - 8. Large scale, pre-planned searches
  - 9. Escorts (i.e. Pro-Per inmates)
- (d) Prior to escorting an inmate, a Deputy should state the following information on camera:
  - 1. Deputies/Sergeants present
  - 2. Date
  - 3. Time
  - 4. Inmate name
  - 5. Booking number
  - 6. Reason for the escort

### 1715.2 FIXED CAMERA SYSTEM

- (a) Orange County Jail Facilities are equipped with a video surveillance systems at strategic positions, which record continuously.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

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#### **1715.3 VIDEO FOOTAGE REQUESTS**

- (a) Any staff member may request footage by submitting a Video Request Form to the Division Commander or designee.
- (b) All requested digital media shall be uploaded to evidence.com.
  - 1. Items of evidentiary value, or believed to be, will be minimally tagged with the following:
    - i. Incident Name
    - ii. Inmate Name (Last, First)
    - iii. Booking Number
    - iv. Date of Birth
  - 2. Upon upload to evidence.com, the Media Analysis Bureau will become the custodian of records and maintain uploaded video footage per the county retention schedule.
- (c) All facility video footage shall be maintained on their respective facility server per the county retention schedule.
- (d) Department video equipment will be used only for department related and approved purposes.
- (e) All video footage and/or images shall not be removed, copied or transmitted outside the department without written approval from a Division Commander.