

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 306.16.01	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 08/13/18	<b>New Effective Date:</b> 5/06/19
	<b>Supersedes:</b> 306.16.01	<b>Dated:</b> 08/13/18
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Use of Body Cameras		

## POLICY

This policy establishes guidelines and controls for the use of body cameras. The Division of Adult Institutions shall ensure designated staff wear body cameras and record all interactions with inmates housed in restrictive housing, or while responding to an institution emergency.

## REFERENCES

DAI Policy 306.00.01– Electronic Monitoring Surveillance

DAI Policy 306.07.01 – Use of Force (Restricted)

DAI Policy 306.07.04 – Use of Force-Documentation and Video Recording (Restricted)

DAI Policy 306.17.02 – Searches of Inmates (Restricted)

Executive Directive 50 – Use of DOC Information Technology Resources

Executive Directive 85 – Use of Body Worn Cameras

## DEFINITIONS, ACRONYMS, AND FORMS

Body Camera - A video recording system utilized by designated staff to record interactions with inmates or gather video evidence for the purpose of staff and inmate accountability.

BWC – Body Worn Camera

DAI – Division of Adult Institutions

DOC-9 – Adult Conduct Report

DOC-9A – Adult Conduct Report Continued

DOC-111 – Review of Placement of Offender in Restraints

DOC-112 – Observation of Inmate

DOC-2466 – Incident Report

Exigent Circumstances – Temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.

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## RH – Restrictive Housing

Staff Assisted Strip Search - The strip search of an inmate conducted by staff when an inmate does not voluntarily comply with a strip search.

Strip Search- A search that includes the examination of the inmate's clothing and body and a visual inspection of his or her body, so as to permit a visual inspection of the person's breasts, buttocks or genitalia.

System Administrator- A designee given both by policy and computer system permissions to make changes to the configuration of the BWC system or its elements; or to view/export/redact the video footage collected by such a system.

## **PROCEDURE**

### **I. General Guidelines**

Designated facility staff shall be assigned a body camera. Data collected shall be downloaded on to a local server for data tracking, storage and evidence preservation purposes.

- A. Staff responsible for utilizing a BWC shall ensure they obtain the camera that corresponds to their position at the beginning of their shift.
- B. Staff shall activate their body camera when:
  1. Responding to an institution emergency, both inside and outside of RH;
  2. Responding as a designated first responder.
  3. Having cell front contact on a RH range.
  4. When interacting with or encountering a disruptive inmate.
  5. Conducting a strip search or participating in a staff assisted strip search. Strip searches shall be conducted as outline in DAI Policy #306.17.02. Staff shall activate his or her BWC during a strip search or staff assisted strip search per the following:
    - a. A staff member activating their BWC shall not conduct the strip search.
    - b. A staff member activating their BWC shall record the staff member conducting the search and remain out of sight of the inmate.
  6. Having physical contact with an inmate. Physical contact with an inmate includes, but is not limited to:
    - a. Escorting an inmate to and from HSU treatment.
    - b. Escorting an inmate to and from strip searches.
    - c. Escorting to and from visiting booths.
    - d. Responding to medical emergencies.
    - e. Restraining or dealing with a disruptive inmate.
  7. A BWC shall not be turned off until an incident is cleared by the Shift Supervisor. Only at the completion of the incident shall a staff member shut off the BWC.
  8. Whenever possible, staff should inform the inmate their actions are being recorded by the BWC.
  9. The BWC shall be placed in the appropriate docking station at the end of the-shift.

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- C. In limited circumstances, staff are permitted to turn off their BWC without prior approval. Examples include, but are not limited to:
1. Observing or supervising an inmate receiving medical treatment, unless under exigent circumstances.
  2. Observing or supervising an inmate showering/using the restroom.
  3. Officer using the restroom.

## **II. Reporting**

- A. Whenever a staff member wearing a BWC is involved in an incident, he or she is required to complete all necessary documentation, including but not limited to any DOC-2466, DOC-9/9A, DOC-112 and/or DOC-111.
- B. A DOC-2466 shall be completed when a staff member of the opposite gender of the inmate reviews BWC footage which reveals the breasts, buttocks or genitalia.

## **III. Access and Disclosure**

- A. Unless expressly authorized, staff shall not be allowed to listen or view any footage recorded by a BWC, including footage recorded by another staff member's BWC.
- B. Authorization to view BWC footage may only be given by the system administrator or the administrator's designee.
- C. Staff are only permitted to view BWC footage while in pay status, at the institution, and under the direct supervision of the administrator or the administrator's designee who provided the authorization.
- D. Tampering with BWC footage is prohibited.
- E. Prior to external disclosure of BWC footage, the Office of Legal Counsel shall be consulted. Unauthorized access or disclosure to footage may result in disciplinary action.

## **IV. Record Retention**

- A. Data collected by BWC's shall be downloaded and stored on local servers.
- B. Data shall be kept on the local server in compliance with storage requirements and server capabilities.
- C. BWC footage cannot be manually deleted from the servers, and shall only be purged once the storage has reached its predefined retention limit.
- D. When available, BWC footage shall be downloaded and preserved in anticipation of or during litigation. BWC footage related to litigation may only

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be purged upon the completion of litigation, and per the applicable records retention period.

- E. When a staff member is involved in an incident that requires video preservation, it shall be downloaded by the system administrator in the DAI Centralized Video Storage folder, Body Camera folder.
  
- F. When appropriate, the Security Director shall ensure that BWC footage is downloaded and preserved for use in internal investigations or for law enforcement referrals.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 306 Security		
<b>Subject:</b> Use of Body Cameras		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.
- II.
- III.

**RESPONSIBILITY**

- I. Staff
- II. Inmate
- III. Other