

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 306.16.01	Page 1 of 5
	Original Effective Date: 08/13/18	New Effective Date: 03/14/22
	Supersedes: 306.16.01	Dated: 06/06/19
	Administrator's Approval: Sarah Cooper, Administrator – 3/4/22	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 306 Security		
Subject: 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 maximum security facilities 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

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

DAI Policy 306.17.02 – Searches of Inmates

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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HSU – Health Services Unit

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. Body Worn Camera Location
 1. The camera shall be worn on the outermost layer of clothing as below:
 - a. Centered on the upper portion of the chest affixed to outermost clothing. In cases where the magnetic carrier is used, may be worn above either shirt pocket.
 - b. Angle the camera such that it captures the view directly in front of the individual wearing the BWC with the intent to mirror, as closely as possible, the same view as the individual wearing the BWC.
 - c. The BWC shall be worn in a manner which does not obstruct the camera lens. The camera shall not be covered by any object or clothing that may prevent full view from the camera.

- C. 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.
 - a. Strip searches shall be conducted as outlined in DAI Policy 306.17.02.
 - b. Staff shall activate the BWC during a strip search or staff assisted strip search.

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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.
- D. 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. Staff using the restroom.

II. Reporting

- A. Whenever a staff member wearing a BWC is involved in an incident, 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. Such viewing shall be related to an exigent circumstance or active investigation.

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.

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E. Prior to external disclosure of BWC footage, the Office of Legal Counsel shall be consulted. Unauthorized access to or disclosure of 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 pre-defined retention limit.
- D. BWC footage shall be downloaded and preserved in anticipation of or during litigation.
 - 1. When a staff member is involved in an incident that requires video preservation, it shall be downloaded prior to the end of each shift.
 - 2. Facilities shall designate a staff member to upload the video in the DAI Centralized Video Storage folder, Body Camera folder.
 - 3. When appropriate, the Security Director/designee shall ensure that BWC footage is downloaded and preserved for use in internal investigations or for law enforcement referrals.
 - 4. BWC footage related to litigation may only be purged upon the completion of litigation, and per the applicable records retention period.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oakhill Correctional Institution		
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Will Implement <input checked="" type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Clinton Bryant		

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