



**BOULDER COUNTY SHERIFF'S OFFICE
JAIL DIVISION**

SUBJECT: VIDEO TAPING OF INCIDENTS

NUMBER: 09-01-28

EFFECTIVE DATE: July 27, 2007

POLICY: It is the policy of the Boulder County Jail to videotape forced cell extractions and other incidents involving uncooperative inmates where time permits and when the On-Duty Supervisor determines the need for a video record and authorizes the use of a video camera.

SOURCE: None

PROCEDURE I - Decision to Video Tape an Incident

1. Any Jail supervisor may decide to videotape an incident involving a cell extraction, or other incidents involving uncooperative inmates.
2. The supervisor will respond to and evaluate an incident before authorizing the use of the video camera.
3. Once the decision is made to video tape an incident, the supervisor will assign an employee trained in the use of the video camera to retrieve it from storage.
4. The camera operator will go to the designated storage area, obtain the video camera, ensure that they have all necessary equipment, and report to the supervisor.

PROCEDURE II - Use of Video Camera

1. The officer assigned to record an incident will do his/her best to ensure the following:
 - a. The video camera has videotape and is ready to record;
 - b. The date and time are correct;

- c. The video camera is turned on and remains on at the direction of the supervisor. Under no circumstances is the video camera to be turned off unless directed to do so by the incident supervisor; and
- d. The inmate involved will remain in view and is recorded at all times.

2. The supervisor in charge of the incident will record a brief statement on camera regarding the incident. The information should include, but is not limited to:

- a. Date, time, name/rank of supervisor;
- b. Name/rank of camera operator;
- c. Inmate's name;
- d. Location of incident;
- e. Actions leading up to the use of the camera; and
- f. Names of the officers involved in the incident. The officer recording the incident will video tape each officer as the supervisor says his or her name.

3. Once the supervisor and participating officers arrive at the location of the incident, the supervisor will:

- a. Advise the inmate what behavior we expect;
- b. Describe what is going to happen and that the incident will be video taped;
- c. Explain the consequences for not complying with officer's directives; and
- d. Repeat the directives a second time if the inmate does not acknowledge them or do as directed.

4. The supervisor will then oversee the operation, without becoming physically involved unless the situation requires involvement.

PROCEDURE III - Terminating the Video Taping and Debriefing

1. Once the situation is stabilized, the supervisor will verbally direct the officer using the video camera to stop recording.
2. The immediate concern of the supervisor should be the intervention by Medical for the inmate or officers involved if needed. However, this intervention will not be video taped.
3. The supervisor may direct the officer video taping the incident to record any injuries sustained during the incident, property damage that may have occurred, or any contraband found.

4. When all recording is complete the supervisor will state the time, date, and any other pertinent information.
5. The officer will remove the videotape from the camera and return the camera to the designated storage location. The officer will place a new tape in the camera at this time.
6. The incident supervisor will conduct a debriefing following the incident with all personnel involved. This will include viewing the videotape. The supervisor will assign an officer to write the Incident Report (IR) before the end of the shift. Any problems with the videotaping should be included in the Incident Report. A Crime Report (CR) will be submitted if needed.
7. The incident supervisor will review the videotape and prepare a written critique to the Jail Division Chief as soon as possible.

By Order of the Division Chief

Signed by _____
 Larry R. Hank
 Date 07/23/07

PROCEDURE IV - Labeling, Storage, Retention, and Use of Video Tape

1. When the officer video taping the incident removes the tape from the camera they will label it. The label should include the date, time, inmate's name, location of incident, names of personnel who participated, CR#, and any other pertinent information, as determined by the supervisor.
2. The videotape will be stored in Jail Armory for three (3) years.
3. All tapes are to be considered evidence and the chain of custody strictly maintained.
4. A copy of the tape may be made for training purposes with the approval of the Division Chief. The original tape should not be used for this purpose. No other copies are to be made without direct approval from the Division Chief, or designee.
5. The tape is not to be used for any purposes other than those determined by the Jail Management Team.

PROCEDURE V - Other Uses of the Video Camera

1. Any trained employee may use the video camera for training, or other acceptable reasons with the approval of the Jail Chief, or designee.
2. Under no circumstances is a video camera to be used for personal reasons, pranks, or horseplay.