

Attachment #72

Polk County Sheriff's Office- PVRD Policy



Polk County Sheriff's Office

General Orders

Jail Division

1985 NE 51st PI

Des Moines, IA 50313

Policy #: 14126

Policy Chapter: Security

Policy Title: Recording Equipment

Revision Date: 08/08/2011

I. References:

- a. None

II. Definitions:

- a. None

III. Policy & Procedure:

- a. The Polk County Sheriff's Office strives to accurately document and visually record staff-to-inmate incidents. On every incident where there is a potential use of force or possible confrontation with an inmate, the incident will be video recorded, whenever possible.
- b. Existing policy and procedures which govern official report writing and other documentation shall be in effect for this policy. Only authorized personnel are allowed access to the recording equipment. Under no circumstances are unauthorized persons allowed to access the equipment or the video storage files.
- c. Authorized use:
 - i. Use of the camcorder shall be the responsibility of the supervisor or his/her designee.
 - ii. Use of a camcorder by anyone other than a supervisor will require supervisor approval and shall be documented by the supervisor.
 - iii. Utility Response Team members are authorized to carry and use issued personal recording equipment.
- d. Recording of an incident:
 - i. Personal Video Recording Devices:
 - 1. Utility Response Team members shall begin recording at the moment they are called to respond to anything outside of normal jail operation and continue recording until the conclusion of an incident or their involvement in the incident ends.
 - 2. In the event that personnel deal with an inmate being changed into jail clothing, housed in a safety cell or being strip searched, the camera shall be flipped in a manner that will preserve the decency of the subject.
 - 3. All equipment shall be stored according to manufacturer guidelines.
 - 4. Videos may only be accessed by approved users and deletion of any files shall only be done by the Division Chief or his/her designee.

5. Personal video recording devices shall be worn in the manner suggested by the manufacturer and approved by the sheriff's office.
- ii. Camcorder:
 1. When possible, a recording by camcorder shall include the following components prior to an incident: An introduction by supervisor stating facility name, location of incident, date, and time as well as a brief description of the circumstances that led to the incident and identifying all staff involved by face and name.
 2. Record entire incident, unedited, until situation has concluded.
 3. Record close-ups of the inmate's body during medical exam, focusing on the presence/absence of injuries.
 4. Record staff injuries if applicable.
 5. Camcorders shall be stored in designated locations in the facility only. Each camcorder is labeled.
- e. Saving and preserving incident video:
 - i. All recorded incidents shall be uploaded, saved (in case of camcorder recordings) and "tagged" prior to the end of shift.
 - ii. Copies shall be made when appropriate.
 - iii. Any disc or file shall be labeled with the date, incident or case number, inmate's name, and inmate identification number.
- f. Recorded incidents involving outside agency detainees:
 - i. Recorded incidents may be available for other agencies to review if requested.
 - ii. The release of any video recordings must be approved by the Chief or their designee.