

# PRIMAVIEW “ON DEPUTY” VIDEO RECORDING SYSTEM

STANDARD NO(s)

NYSLEAP:

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Revised:

REFER TO:

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## I. OBJECTIVE:

To establish uniform guidelines for the use of the Primaview “on Deputy” video recording system. The system will be used to document various events in and around the Correctional Facility, Officers tour of duty. The captured data will be preserved on an in house data storage system. Once captured, these recording cannot be altered in any way and are protected with multiple layers of encryption.

## II. POLICY:

The Seneca County Sheriff's Office has adopted the use of the Primaview “on Deputy” video recording system. to accomplish the following policy goals:

- A. To enhance Officer Safety
- B. To accurately capture statements and events during the course of an incident
- C. To enhance the Officers ability to document and review statements and actions for both internal reporting requirements and for courtroom presentation.
- D. To provide an impartial measurement for self-critique and field evaluation for new Officer training.
- E. To capture visual and audio information for use in current and future investigations.
- F. To enhance the inmate populations and public trust by preserving factual representation of Officer-inmate interactions in the form of audio and video recording.

### III. TRAINING:

- A. Correctional Officers will not utilize the Primaview “on Deputy” video recording system. until they have received the proper training.
- B. Training will consist of, but not limited to:
  - 1. A review of the system, its functions, proper usage, activation and deactivation.
  - 2. A review of the user manual and SCSO policy governing its use.
  - 3. A hands-on review of the Primaview “on Deputy” video recording system
  - 4. The retention and storage features and procedures for placing data into evidence.

### IV. OPERATIONAL PROTOCOLS:

- A. Whenever it is possible to do so, it shall be the policy of the SCSO to activate the Primaview “on Deputy” video recording system to record the following types of events:
  - 1. Cell Searches
  - 2. Codes
  - 3. Instances where Officers are alone with an Inmate
  - 4. Use of Force Events
  - 5. Interviewing Inmates
  - 6. Every Time the Officer feels like it should be turned on.
- B. It will be the responsibility of each Correctional Officer that once the Primaview “on Deputy” video recording system has been activated; it shall not be turned off until the event has concluded.
- C. There will be times when, due to the nature of law enforcement work, exigent circumstances prevent the Officer from activating the “Primaview “on Deputy” video recording system
  - 1. In those types of events the Officer will document the reason for not activating Primaview “on Deputy” video recording system
- D. Primaview “on Deputy” video recording system will not be used to record personal activity
- E. Primaview “on Deputy” video recording system will not be activated in places where a reasonable expectation of privacy exists, such as dressing or rest rooms.

F. Primaview “on Deputy” video recording system will not be intentionally activated to record conversations of fellow employees without their knowledge during routine, non-law enforcement related activities.

G. Officers will not record interactions with informants or undercover Officers.

#### IV. PROCEDURE:

A. Officers will go to Central Control and retrieve Primaview “on Deputy” video recording system and place it on their chest.

B. The following Officers will receive a body camera:

1. Three Housing Unit Officers
2. Escorts Officers
3. Booking Officer
4. Duty Sergeant
5. A Shift-5 to 6 units, B shift 8 units, and C shift 8 units used all others are to be down loading and recharging.

C. Deputies will test the “On Deputy” video recording equipment according to training and manufacturer’s guidelines upon beginning their respective tour of duty. If any problems are encountered with any component of the system Primaview “on Deputy” video recording system will not be used and the Officer will immediately notify their supervisor, document the malfunction and the supervisor is responsible to notify the Jail Administrator, who will in turn notify IT of the malfunction.

D. Whenever a Deputy obtains a video statement it will be documented in the incident report

E. Deputies will immediately report any loss or missing part of the “On Deputy” video recording system to their supervisor and will prepare an Incident report (CF-009) outlining such loss or missing part. The supervisor is responsible for making immediate notification to the Jail Administrator and IT.

#### V. EVIDENTIARY PROTOCOLS:

A. At the end of their shift, Correctional Officers will return the Primaview “on Deputy” video recording system to Central Control, the Central Control Officer will plug the unit into a charging station which will allow the data to be transferred from Primaview “on Deputy” video recording system to the in house data storage system.

B. Officers will not allow citizens to review any recordings.

- C. The release of audio/video data requested through a public records release request will be subject to the same statutory exemptions from disclosure as any other departmental records.
- D. Deputies will not make copies of any recording for their personal use and are prohibited from using a recording device (such as a telephone, camera or secondary video camera) to record any media stored on the in house data storage system or the Primaview “on deputy” video recording .
- E. Deputies will have the ability to review their recordings to ensure accurate written reports, but will not be able to alter the contents of any audio/video recording that has been recorded. A 710.30 Notice must be prepared, or the District Attorney’s Office notified that the Deputy intends to use any of the defendants’ recorded audio or video recorded statements for prosecution.
- F. All digital media collected using the “On Deputy” video recording equipment is considered an official record of the Seneca County Sheriff’s Office. Accessing, copying or releasing any media for other than official law enforcement purposes is strictly prohibited, except as required by law.
- G. In the event that a particular recording is required for any court proceeding it is the Officers responsibility to notify The Supervising Sergeant and Correctional Officer Denise Warne in writing requesting a copy of the stored data for that purpose. The Chief Deputy will make a notation in the case SPILLMAN report that a copy of the video recording was made and was turned over to whoever requested such recording.
- H. Video records that have not been categorized, named or placed in a case file electronic folder will be auto-deleted after 120 days.

#### VI. ADMINISTRATOR RIGHTS:

- A. The Chief Deputy and Denise Warne shall be the only persons within the SCSO to have administrator rights to all recordings stored on the in house data storage system.