

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Administration		AUTHORITY: KRS 15A. 065
SUBJECT: Video Surveillance		
POLICY NUMBER: 150		
TOTAL PAGES: 2		
EFFECTIVE DATE: 5/15/2017		
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I. POLICY

The Department of Juvenile Justice (DJJ) shall utilize video equipment within facilities to ensure a safe environment for residents and staff.

II. APPLICABILITY

This policy shall apply to all DJJ facilities that contain permanently installed video recording equipment.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

A. Maintenance

1. Facilities shall ensure that common areas, corridors, isolation rooms, intake areas, group home bedrooms, and classrooms have video coverage.
2. Video cameras shall be positioned for maximum coverage.
3. Each Regional Juvenile Detention Center (RJDC) control room operator shall monitor the operation of the video equipment continuously. In facilities without a control room, the Superintendent or designee shall ensure the operation of the cameras and video storage on a daily basis. These checks shall be documented and the results forwarded to the Facilities Regional Administrator (FRA) weekly.

B. Operation

1. Facilities with a control room shall train all operational staff on the use of the video system.
2. In facilities with a control room, the control room operator shall monitor:

POLICY NUMBER DJJ 150	EFFECTIVE DATE 5/15/2017	PAGE NUMBER 2 of 2
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- a. Resident occupied corridors and areas at all times;
 - b. Residents in isolation continuously; and
 - c. Corridors and staff occupied areas shall be monitored periodically.
3. During periods of relief and turnover the outgoing staff shall brief the oncoming staff on resident locations, isolations, and staff locations. The oncoming staff shall ensure video monitoring is operational and properly displayed on control room monitors.
 4. Incidents that involve physical restraint, property damage, staff misconduct, or any other incidents deemed necessary shall be archived for future reviews. The archived videos shall be placed on the appropriate site provided by the Information Systems (IS) Branch. Archived videos shall not be placed on local equipment.
 5. The Superintendent or designee shall review video recordings of the facility weekly. Random samplings will be reviewed for operational procedures and staff or resident misconduct or rule violations.
 6. Control staff shall monitor the video system for malfunction. Any individual recognizing a malfunction shall annotate the discrepancy on a Maintenance Request form, notify the Superintendent, and report it to the IS Help Desk. Superintendents shall up-line through the chain of command any malfunction of video monitoring system.

V. MONITORING MECHANISM

- A. Superintendents shall have the responsibility for monitoring the video system operation and compliance with this policy.
- B. Upon the report of a malfunction the IS Branch shall ensure proper functioning of equipment and programming operations.