

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject CUSTODY FACILITY SECURITY SURVEILLANCE SYSTEMS	Policy Number DB-3 <hr/> Effective Date 05-09-24
Related Information GD-7, <i>Media Relations and Social Media</i> GD-9, <i>Litigation Initiation, Document Preservation, and Document Production Notices</i> GE-3, <i>Property Management and Evidence Control</i>	Supersedes DB-3 (04-27-22)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the maintenance, review, and dissemination of detention security surveillance recordings and electronic storage media that contains detention security surveillance recordings.

POLICY

It is the policy of the Office that detention security surveillance systems be utilized for security and monitoring purposes in all Custody Bureau facilities. All surveillance recordings shall be used only for legitimate Office related purposes.

DEFINITIONS

Detention Security Surveillance Systems: Closed circuit television (CCTV) cameras, monitors, and video recorders used to continuously record the activities of specific areas, such as those in which prisoners or inmates are processed or housed, classrooms, chapels, and where bond or fine payments are accepted involving the regular handling of large sums of money.

Document Preservation Notice: A written directive prepared by the Legal Liaison Section (LLS) advising the Office and Office employees to preserve potentially relevant records, documents, and Electronically Stored Information (ESI) in anticipation of future litigation. This may also be identified as a “Litigation Hold” or “Preservation of Evidence.” The Document Preservation Notice shall include the Litigation Hold Notice, the Document Preservation Questionnaire, and any other applicable documentation.

Electronic Storage Media: Memory devices in computers, hard drives, and any removable or portable digital memory mediums, such as magnetic tape or disk, optical disk, flash drive, portable hard drive, or digital memory card, that are used to store security surveillance video.

PROCEDURES

1. **Maintenance of Security Surveillance Video and Electronic Storage Media:**
 - A. Surveillance video shall be retained for approximately 60 calendar days. After the 60-day timeline, the surveillance video is recycled and therefore no longer retrievable.
 - B. Electronic storage media shall be maintained and recycled according to each affected component’s Operations Manual.

2. **Requests to Review Security Surveillance Video:** Requests to view surveillance video shall be specified as follows:
 - A. **Shift Supervisors:** Shift supervisors have the authorization to immediately view surveillance video for incidents affecting safety, order, and security of their facility.
 - B. **Non-Supervisory Detention Personnel:** Non-supervisory detention personnel requesting to view any surveillance video must obtain supervisor approval and provide the specific date, time period, incident, and location. Approvals may be obtained through various methods including e-mail or verbal authorization.
 - C. **Correctional Health Services (CHS) Personnel:** Correctional Health Services may request to view jail facility video surveillance for incidents involving CHS personnel or for inmate health related events such as following a man-down medical situation, or in other instances where video review may assist CHS personnel with an inmate’s health prognosis, care, or lifesaving emergency situation.
 1. **CHS Personnel Purposes:** A request from CHS to view jail surveillance video for CHS personnel purposes shall only be requested by a CHS Nurse Manager or above, or from the Maricopa County Human Resources Department.
 - a. A documented approval request shall be made to the affected jail facility commander or designee, and must include the specific date, time period, incident, and location of the occurrence.
 - b. Once approved by the jail facility commander or designee, the request may be granted to view the surveillance video.
 2. **Significant or Urgent Inmate Health Related Event:** A request from CHS to view jail surveillance video for a significant or urgent inmate health related event shall be made to the affected jail facility’s on-duty shift supervisor and should include the specific date, time period, incident, and location of the occurrence. A documented approval request is not required.
 - D. **Media or Members of the Public:** Office personnel shall not allow the media or members of the public to view surveillance video without the approval of the affected bureau chief or designee.
 - E. **Personnel assigned to the Jail Crimes Unit of the Major Crimes Division, Custody Bureau Hearing Unit (CBHU), and the Professional Standards Bureau (PSB)** are not required to obtain supervisor approval prior to viewing or obtaining a copy of surveillance video.
3. **Request for Production of Security Surveillance Video:** Requests for the production of surveillance video by Office personnel, CHS, Maricopa County Human Resources Department, members of the public, other law enforcement agencies, the Maricopa County Attorney’s Office (MCAO), public defenders, or private attorneys shall be made through the Legal Liaison Section (LLS) in the form of a records request, subpoena, or a court order. These requests shall be completed by LLS personnel, as specified in Office Policy GD-9, *Litigation Initiation, Document Preservation, and Document Production Notices*.
 - A. All media organizations’ production requests for footage from surveillance video shall be made through the Maricopa County Sheriff’s Office (MCSO) Public Information Office (PIO), as specified in Office Policy GD-7, *Media Relations and Social Media*.

- B. All production requests should include, but not be limited to, the specific date, time, location, brief synopsis of the incident, the requester's contact information, and the reason for the request if it is a commercial request.
 - C. Detention personnel seeking direction or clarification regarding production requests may contact the LLS.
4. **Internal Investigations:** Electronic storage media and surveillance video which is considered part of an internal investigation shall be maintained with the investigation documentation and securely stored within the PSB.
5. **Criminal Investigations:** Electronic storage media and surveillance video which is being used in a criminal investigation shall be impounded as evidence, as specified in Office Policy GE-3, *Property Management and Evidence Control*.
6. **Requested, Subpoenaed or Court Ordered Surveillance Video:** When a request, subpoena, or court order is received for the retrieval of surveillance video, the portion of the video relating to the subject of the request, subpoena, or court order shall be copied onto a separate electronic storage media.
- A. If there is an associated *Incident Report* (IR), the electronic storage media with the surveillance video shall be impounded as evidence. A copy of the video shall be provided to the LLS for dissemination and storage as ordered by the request, subpoena, or court order.
 - B. If there is **no** associated IR, the electronic storage media with the surveillance video shall be provided to the LLS for dissemination and storage as ordered by the request, subpoena, or court order.
 - C. If there is a document preservation notice associated with the requested surveillance video, the affected facility shall retain a copy of the surveillance video. The affected facility shall retain the surveillance video until written notification is received from the LLS that the document preservation has been terminated or dismissed.