



San Diego County Sheriff's Department



William D. Gore, Sheriff

Kelly A. Martinez
Undersheriff

February 10, 2022

Susan N. Youngflesh, Board Chairperson
Citizens' Law Enforcement Review Board
555 West Beech Street, Suite 505
San Diego, CA 92101-3819

CLERB CASE NUMBER: 20-063

Dear Chairperson Youngflesh,

The Sheriff's Department welcomes and supports the Citizens' Law Enforcement Review Board's (CLERB) independent review of complaints alleging improper actions by members of this organization and in-custody deaths. We continuously strive to respond with professionalism and concern to the citizens we serve and the CLERB process provides invaluable input to that end.

On September 14, 2021, CLERB recommended the following policy change related to San Diego County Sheriff's Department Detention's Policy and Procedure.

1. It is recommended that the San Diego Sheriff Department update its Detention Services Bureau (DSB) P&P Section I.19 Security Video Systems, to mandate that sworn staff document and keep a record of video system checks.

After review of the recommendation, the San Diego County Sheriff's Department has updated the DSB P&P Section I.19 which it states in part:

POLICY:

All facilities will create a process to audit and track issues and repairs of their security video system equipment.

PROCEDURE:

Sworn staff in these areas will log if the security video system equipment is working. This information will be logged in the JIMS Area Checklist completed by sworn staff at the beginning of each shift.

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In closing, we appreciate the time and effort of the Citizen's Law Enforcement Review Board. We would like to thank you for your service to the Citizens of San Diego County and the policy recommendations. It is our goal to provide the "Highest quality public safety services" to everyone in San Diego County.

Sincerely,

KELLY A. MARTINEZ, ACTING SHERIFF

A handwritten signature in cursive script that reads "Michelle Craig".

Michelle Craig, Lieutenant
Officer of the Sheriff
Division of Inspectional Services
KAM:MC/kb

DATE:	FEBRUARY 3, 2022
NUMBER:	I.19
SUBJECT:	SECURITY VIDEO SYSTEMS
RELATED SECTIONS:	

PURPOSE

To define the use of security video systems within a detention facility.

POLICY

Each facility equipped with video cameras, monitors and/or recording devices will ensure proper placement and quality for viewing purposes. This equipment may be used for movement control and monitoring (e.g., general surveillance, activity monitoring, specialized monitoring). Facility staff and supervisors will inspect the security video system equipment each shift to ensure the equipment is functioning properly. All facilities will create a process to audit and track issues and repairs of their security video system equipment.

PROCEDURE

- I. Sworn staff assigned to areas equipped with security video system equipment will check the equipment at the start of each shift to ensure proper focus and operation. Sworn staff in these areas will log if the security video system equipment is working. This information will be logged in the JIMS Area Checklist completed by sworn staff at the beginning of each shift.
 - A. Should adjustment or repair be needed to the security video system, the sworn staff member will notify facility administrative staff through email and/or the facility maintenance process.
 - B. The facility administrative staff will promptly notify the appropriate maintenance/facilities staff to schedule the adjustment or repair.
- II. Wherever possible, video monitors will be placed in such a manner to allow viewing by sworn staff only, unless the area is shared with professional staff.

Only sworn staff, physicians or licensed health/clinical staff will monitor areas where inmates may be observed unclothed, such as safety cells and areas where strip searches are being conducted. Sworn staff monitoring these areas will be the same gender of the inmate being viewed.
- III. Outside law enforcement agencies may request copies of recorded video footage from a facility.
 - A. The requesting agency will complete a Request for Video Footage (J-358) form and submit it to the appropriate facility commander or designee for review and processing.
 - B. Each facility will develop a green sheet to detail the processing, distribution and archiving of video footage requests.

- C. Approval of video footage requests should be limited to situations involving combative/disruptive inmates or incidents which by their nature are likely to be of evidentiary value or administrative interest.