



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

5-08

Digital and Network Video Recordings

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:	N/A
CALEA Standards Reference:	N/A
NCCHC Standards Reference:	N/A
SCLEA Standards Reference:	N/A
SC Minimum Standards:	N/A

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To describe the procedures used by the Sheriff Al Cannon Detention Center (SACDC) to capture any situation possible in and around the detention facility.

II. Policy:

It is the policy of the Charleston County Sheriff's Office, for security reasons, to capture any and all emergency and non-emergency events on the inside and outside of the detention facility via the security recording devices located throughout the facility. Equipment will be used strictly for safety and security of the building. Security cameras are placed in different areas of the facility for the efficient monitoring all areas in order to maintain a safe and secure environment for inmates, staff, and civilians.

III. Definitions:

- A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
 2. civilian, non-sworn employee.
- B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).
- C. *Closed Circuit Television (CCTV)*: The use of video cameras to send a video signal to personnel authorized to view such video.
- D. *Digital Versatile Disc (DVD)*: Is a disc that has the capability of storing high volumes of information, such as a video which can be accompanied with audio.
- E. *Digital Video Recorder (DVR)*: Is a recording device that uses a hard drive. A DVR can be used for multiple reasons:

1. Recording video and audio from any outputted source;
2. saving the information for a limited amount of time; and
3. it also gives the users the capability to play back any information that has been saved on the DVR.

F. *Network Video Recorder (NVR)*: Is a software program that records video in a digital format to a mass storage device.

IV. Procedure:

A. Security Levels:

The detention majors will be responsible for authorizing and revoking any staff member's security levels for any DVR or NVR. Authorized individuals who can access the DVR/NVR equipment will have the ability to view and/or download information from the DVR/NVR, such information from the DVR/NVR will not leave the facility unless otherwise authorized by the Public Information Officer (PIO), a major or above.

B. Training:

The Security Division will provide all staff with the proper authorization and will receive all the necessary training needed in order to download video as well as how to document, view, and/or downloaded information to the DVR and/or a DVD.

C. Video Archiving:

Departmental NVR equipment will store and retain all recorded information for a total of ninety (90) days. After the ninety (90) day time frame, recordings will not be available for review due to hard drive storage limits. Downloaded material from the NVRs used for investigative purposes will be retained indefinitely after the investigation has been completed (see [Policy 5-11 ViconNet System](#)).

D. Public Record Request:

Any record requests for a DVR/NVR recording will be forwarded to General Counsel. A video record can also be requested by going thru the PIO. Any videos captured by the SACDC's camera system are public record subject to inspection and retention requirements (See [Policy 2-15 Release of Information](#)).

1. The individual requesting the information will submit their request to General Counsel or the PIO. The request must specify the following information: all of the locations the incident occurred, if more than one area needs to be viewed, and the date and time of the incident(s). General Counsel or the PIO will review the request and determine whether release of the requested information is proper and in compliance with current regulations and laws.
2. Once approval is received from General Counsel or the PIO will forward the request to the Security Major for the release of information. Central Command will then process the request and produce the requested records to the Security Major for forwarding back to General Counsel or the PIO. *SACDC form-403* shall be completed by all divisions during this process.
3. SACDC will only provide downloaded video on a writable DVD.

E. Signage and Postage:

Facility supervisors or their designee will ensure that all signage is posted in the facility's ingress/egress areas showing that recording of this area is being conducted. All signs shall meet Federal Statues and Americans with Disability Act Standards.