


<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 23-4	Policy # 8.33
Applicability: <input type="checkbox"/> All DJJ Users <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: O.C.G.A. §§ 50-18-96, 50-18-99, 16-11-62	
Chapter 8: SAFETY, SECURITY, AND CONTROL	Effective Date: 8/8/23	
Subject: MOBILE CAMERA SYSTEMS	Scheduled Review Date: 8/8/24	
Attachments:  None	Replaces: 7/22/21	
	Secure Facilities  APPROVED: 	
	Shawanda Reynolds-Cobb, Commissioner	

## I. POLICY:

The Department of Juvenile Justice has the authority to assign mobile recording devices such as on-officer recording systems (i.e. body cameras) or vehicle camera systems to POST-certified officers and other authorized staff members. The use of mobile camera systems will document staff and youth interactions to enhance accountability and protection as well as the preservation of evidence. Unauthorized or misuse of DJJ recording devices is strictly prohibited and will lead to disciplinary action.

## II. DEFINITIONS:

**Mobile Camera Systems:** An electronic device that can be worn on a person's body or installed in a vehicle that records both audio and video data.

**Evidence.com:** The secure website for video uploads associated with the Axon mobile camera systems.

## III. GENERAL PROCEDURES:

A. **Body Cameras:** Staff members with assigned body cameras are required to activate their body cameras when responding to all calls involving youth or during all law enforcement related encounters that occur while the officer is on duty.

1. In facilities, activation of the body camera is required when there is any use of force (including the use of mechanical restraints), incidents of youth self-harm or injury, youth on youth altercations, youth on staff altercations, staff

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on youth altercations, or group disturbances. When in doubt, officers shall activate their recording devices.

2. Staff shall make all reasonable efforts to avoid recording youth or staff in a manner that would expose any private body parts.
3. For Community Service staff, activation of the body camera is required when there is any use of force (including the use of mechanical restraints), incidents of youth injury, youth on youth altercations, youth on staff altercations, staff on youth altercations, group disturbances, or any other contact that becomes confrontational. When in doubt, officers shall activate their recording devices.
4. This policy is not intended to describe every possible situation in which the body camera system must be used. In addition to the required situations, an officer shall activate the system any time the officer believes its use would be appropriate and/or valuable to document an incident.

**B. Mobile Camera Operation Requirements:**

1. Prior to going into service, each user shall conduct an equipment check and ensure that the camera/recording device:
  - a. Is functioning properly;
  - b. Has an adequate power source; and
  - c. Is properly placed/affixed for optimal use.
  - d. Vehicle camera system inspections will be noted in the transportation log.
2. At the end of the duty period, the body camera will be secured and charged according to manufacturer specifications. Body cameras must be docked weekly to allow for software updates.
3. If at any time the camera is not functioning properly, it will be removed from use and a verbal report will be made to the supervisor as soon as reasonably possible. An in-house Special Incident Report (SIR) will be completed in accordance with 8.5, Special Incident Reporting.
4. Once the event button on the body camera has been activated it shall remain “on” and not be turned “off” until the incident prompting the activation has ended. Officers who intentionally interrupt the recording process prior to the completion of the event for which the recording was initiated shall be subject to disciplinary action, up to and including termination.

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5. A visual or audio signal from the camera system will serve as a notification that it is active and recording.
6. Any incident that is recorded with the camera system shall be documented in accordance with DJJ policy 8.5, Special Incident Reporting. The video identification number will be noted in the SIR.
7. In facilities, recordings that do not require an SIR will be categorized “Non-Event ” in Evidence.com by the CCTV Site Coordinator (see DJJ 7.6, Video Monitoring Equipment) or facility designee.
  - a. CCTV Site Coordinator or facility designee will label, title, and categorize the video in Evidence.com.
  - b. CCTV Site Coordinator or facility designee will add the SIR# to the respective video recording in Evidence.com.
8. Community, , SMRT, Transportation and SRO users will label video recordings in Evidence.com.
  - a. Supervisors will add the SIR number to the video recording in Evidence.com.
  - b. For the recordings that will not require an SIR, the User will label the video recording “Supervisor Review” in Evidence.com.
  - c. The Supervisor will review the video recording and label appropriately in Evidence.com.
  - d. Supervisor will review to ensure the label, title, and category, and SIR are correct.
9. When an event transpires during movement on a transportation vehicle which requires a SIR, the Transportation Officer will ensure the device which contains the associated footage is removed from the vehicle and secured until footage can be uploaded.
10. Videos associated with SIRs shall be uploaded to Evidence.com within 24 hours of completion of the recording.

#### **IV. IDENTIFICATION AND RETENTION OF MOBILE CAMERA RECORDINGS:**

- A. Classifications, descriptions, and retention are as follows:
  1. All mobile device recordings shall be retained for a minimum of 30 months, in accordance with established retention schedules.

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2. Any recording that documents an incident which is deemed sensitive in nature will be restricted to select individuals. This status will be determined by a supervisor depending on the content matter (e.g., cases involving use of force resulting in serious bodily injury, officer involved shootings, allegations of criminal actions by an officer or by a citizen with an officer as a victim, and investigations alleging misconduct). Access to restricted recordings must be approved by the respective Deputy Commissioner/Assistant Deputy Commissioner.
3. Recordings that are included as part of an investigation or litigation shall be maintained and retained in accordance with DJJ 5.1, Records Management, and DJJ 8.5, Special Incident Reporting.

#### **V. REVIEW OF RECORDINGS:**

- A. All body camera recordings shall be reviewed and processed in accordance with DJJ 8.5, Special Incident Reporting. Uploaded video footages will be properly labeled with the video identification number and categorized by incident type.
- B. All recording media, recorded images, and audio recordings are the property of DJJ.
- C. Dissemination outside of the agency is strictly prohibited, except to the extent permitted by policy or required by law.
- D. To prevent damage or alteration of the original recorded material, it shall not be copied, viewed, or otherwise inserted into any device not approved by the agency.
- E. Recordings may be reviewed in any of the following situations:
  1. For use when preparing reports and statements;
  2. By a supervisor investigating an act related to officer conduct;
  3. By a supervisor to assess officer performance;
  4. To assess proper functioning of the mobile camera systems; or
  5. By an investigator who is participating in an official investigation such as a personnel complaint, administrative inquiry, or a criminal investigation.
- F. Staff members who review footage outside of his or her normal work hours must post notes to the video footage indicating the reason for reviewing the footage outside their scheduled work hours.
- G. An officer who is captured on or referenced in the video or audio recording may review the footage and use it for any authorized purpose relating to his/her employment, unless restricted at the time of request.

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- H. Public release of video recordings will be in accordance with DJJ 1.10, Open Records Act. Release may also occur at the direction of the Commissioner or authorized designee.
- I. Recordings that have been categorized as “Training Demo” on Evidence.com may be shown for training purposes.
- J. Officers with body camera equipment that are on the scene of a critical incident, but are not a subject or witness officer, will complete the reports and notify the supervisor that they have video that may be pertinent to their investigation.
- K. No recording shall be used for the purpose of ridiculing or embarrassing any staff member.

#### **VI. TRAINING:**

Staff assigned with mobile cameras will be properly trained, and the training will be documented accordingly. Training should be on-going and specific to the areas of responsibility.

#### **VII. LOCAL OPERATING PROCEDURES: NO**