Minnesota Department of Corrections

Policy Number:	**301.147**
Title:	**Security Video Recording Systems/Photographic Images**
Effective Date:	**9/10/20**

PURPOSE: To provide and maintain control of facility security video/photographic image recording capabilities including digital video recording equipment and tapes, hand-held video/photographic cameras and tapes, digital video/photographic recording systems, and all other portable media. To define appropriate uses and purposes for accessing video/photographic resources, define which staff persons may have access for each purpose and which staff persons have authorization for downloading, exporting and/or disseminating data obtained from these resources. To define technical standards for the design, construction, and maintenance of digital video recording systems.

APPLICABILITY: Minnesota Department of Corrections (DOC); department-wide

DEFINITIONS:

Analog recorded video/photographic images – video recorded and stored in a non-digital format. Photographic images recorded by film or non-digital media format.

Digital recorded video/photographic image – video/photographic image stored in a digital format.

Digital video recorder – equipment/computer used to store digital/video data.

Export – process of transferring files from the facility's video/photographic image systems to any media including computer hard drives, shared folders or portable media.

Internet protocol (IP) – a technology standard for transmission of data.

Live video – real-time video.

Portable media – media such as compact discs (CD), digital video disc (DVD), or any data storage device.

PROCEDURES:

A. Department facilities must purchase and maintain video recording equipment and systems to monitor and record offender activity. All video/photography is subject to data practices requirements (refer to Policy 106.210, "Providing Access to and Protecting Government Data ") and is for official use only. Employee misuse of video/photographic records may be subject to disciplinary consequences.

B. Facility staff may monitor live video to watch offender/resident movement and behavior.

C. In accordance with facility instructions, electronic maintenance staff and information technology staff must have access to video/photographic image recording systems for the purpose of installation, repair, maintenance, and programming.

D. Facility safety administrators must have access to monitor live video and to review pre-recorded video/photographic images to review safety-related incidents. Safety-related incidents include staff/offender/resident injuries, near misses, and documented unsafe behavior/unsafe conditions.

E. Facility watch commanders and supervisors may monitor live video and/or retrieve pre-recorded video/photographic images to review incidents and assess potential problems impacting facility security.

F. Facility watch commanders and supervisors may, without prior authorization, show recorded video/photographic images to staff for the following reasons:
   1. Pre-approved training video; or
   2. An immediate security need, such as staff assisting with identifying offenders in an incident.

G. Staff may only view video/photographic images if legitimate business related need exists and may not view video/photographic images to aid in writing incident reports or to satisfy curiosity.

H. Facility wardens/ designees are responsible for managing video/photography recording systems according to this policy. Video/photography data may not be disseminated outside the facility without warden/designee authorization. Recipients of such data must not further disseminate video/photographic data without warden/ designee authorization. All video/photography is for department business use only.

I. Facility watch commanders and supervisors must obtain approval from the office of special investigations (OSI), the officer of the day (OD), or warden/designee to show recorded video/photographic images to staff under the following circumstances:
   1. Video/photographic images of incident that may have potential for criminal prosecution;

   2. Video/photographic images of incident that may have potential for staff discipline; or
   3. Video/photographic images of incident involving staff or offender injury for safety-related investigation purposes.

J. OSI, office of professional accountability (OPA), and discipline staff may monitor live video, retrieve pre-recorded video or photographic images, and export and save video/photographic image recordings for official use only. OSI, OPA, and discipline staff are the only staff authorized to routinely export video/photographic image recordings. OSI and OPA staff are approved designees with authorization to remove data from facilities for official use. Electronic maintenance and information technology staff may assist in exporting video recordings.

K. The warden, associate wardens, captains, program directors, industry director, and OD may monitor live video and review pre-recorded video/photographic images for official use only.

L. Design and construction of all changes, additions, and/or enhancements
   1. Internet protocol (IP) cameras and infrastructure are the design standard technology for all department video recording systems. Design seeks to utilize current camera technology, while utilizing existing DOC infrastructure during its useful life.

   2. All changes, additions, and/or enhancements made to any portion of a facility video recording systems must be designed and constructed in keeping with the technical standards and operational priorities as laid out by DOC Camera Technical Standards and Priorities (attached).

3. When changes, additions, and/or enhancements are made to any portion of a facility video recording systems, the Prison Rape Elimination Act (PREA) guidelines must be considered in the system design and construction.

4. Facilities must create and maintain a five-year camera plan that details system design, operational goals, budget needs, and areas of concern. The camera plan must be updated annually and submitted to the deputy commissioner of facility services for approval at the beginning of each fiscal year. The camera plan must be retained at the facility and at the DOC central office according to retention schedules.

INTERNAL CONTROLS:

A. Camera plans are retained at each facility and at the DOC central office according to retention schedules.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §§241.01, subd. 3a; and 13.02
Prison Rape Elimination Act (PREA), 28 C.F.R. § 115.13, 115.18, and 115.86 (2012)
Policy 301.045, "Perimeter Management"
Policy 106.210, "Providing Access to and Protecting Government Data"
Policy 105.205, "Computerized Information Resources Security"
Attachment 107.007A, "Investigative Data"
Policy 107.054, "OSI - Preservation of Digital Still Photographs"

REPLACES: Policy 301.147, "Security Video Recording Systems," 1/3/17.
All facility policies, instructions, memos, or other communications, whether written, verbal, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: DOC Camera Technical Standards and Priorities (301.147A)
DOC Shared Systems Matrix (301.147B)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance

Security Instructions
301.147RC, "Digital Video Recording System"