

POLICY AND PROCEDURES

NUMBER: 1412

SUBJECT: Camera/Monitor Operations

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/98 REVISION DATE: 4/06, 11/13



I. POLICY

The St. Louis County Department of Justice Services will use electronic surveillance equipment to monitor the Intake Service Center (ISC) for the safety and security of staff and the prisoners.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' custody staff are responsible for the following procedures.

III. DEFINITIONS

Electronic Surveillance Equipment: Audio and/or video equipment used to provide supplemental supervision of prisoners and remote locations of the Intake Service Center.

IV. PROCEDURES

A. Cameras

1. Cameras are located in the Law Enforcement Lobby to:
 - a. Provide remote identification of persons entering and/or departing

- b. Assist in ensuring the safety and security of persons in that area.
2. Access to monitoring screens is available at the Booking Counter in the Intake Service Center. ISC Officers and ISC Security Officers may view the area of camera one (1) by pressing button one (1) or view the area of camera two (2) by pressing button two (2) below the monitoring screen. These cameras may also be set to scroll back and forth, so an officer is allowed to view both areas.

B. Intercoms

1. Intercoms are primarily located in:
 - a. The corridor of the Law Enforcement Lobby
 - b. The holding cells of the Intake Service Center and Law Enforcement Lobby
 - c. The open seating area of the Intake Service Center.
2. Intercoms have been placed in these areas as a method of:
 - a. Staff communication with persons in remote areas
 - b. Prisoners reporting emergency situations in holding cells
 - c. Staff monitoring prisoner activity.
3. Access to the intercom system is available at the Booking Counter in the Intake Service Center. An officer may use the intercom by switching an intercom from the 'off' position to the intercom 'C' position. To talk into the intercom, press the green 'push to talk, release to listen' button and talk into the microphone area.
4. In an emergency, an officer may press the red 'emergency page' button and the officer will be able to talk through all of the intercoms in the Intake Service Center and Law Enforcement Lobby at once.

C. Electronic Surveillance Equipment Are Not To Be Used:

1. As a substitute for staff supervision

2. To unnecessarily invade the personal privacy of inmates or staff.