

# POLICY AND PROCEDURES

NUMBER: 804

SUBJECT: Electronic Surveillance

ACA STANDARDS: 4-ALDF-2A-01; 2A-03; 2A-07; 2A-10

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 11/98      REVISION DATE: 5/05, 1/08, 4/11,  
12/16, 1/18



## I. POLICY

The St. Louis County Department of Justice Services shall maintain a policy of extensive electronic surveillance in security sensitive areas of the Justice Center to ensure the safety and security of the staff, the public and the inmates.

## II. RESPONSIBILITIES

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

## III. DEFINITIONS

**Electronic Surveillance Equipment (ESE):** Audio and visual equipment used to ensure the security of the facility and to provide supplemental supervision when moving persons throughout the jail, including closed circuit television, intercom systems and door position switches.

## IV. PROCEDURES

### A. Surveillance Cameras

1. Surveillance cameras will be located and adjusted to affect accurate visual identification of persons moving throughout the jail.
2. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the

- public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
3. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
  4. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
  5. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
  6. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
  - [7. *All cameras used by Justice Services are recorded and the recordings are stored for a period up to thirty (30) days, with the exception of level one (1), where recordings are stored for a period or up to seven (7) days.]*

B. Intercom System

1. The Intercom System will be monitored by Master Control Officers. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

2. Intercoms may also be activated by Master Control if suspicious activity is noticed while monitoring the surveillance cameras.
3. The Unit Control Officers, Housing Unit Officers and Indirect Control Center Officers monitor intercoms systems in their area. In emergency situations Master Control Officers have the ability to also monitor these intercoms.

a. When a cell intercom button is pushed and the housing unit touch screen are locked, but still enabled,

(1) It will ring in the housing unit

(2) If the officer does not answer within two (2) minutes, the call will transfer to Unit Control

NOTE: Unit Control Officers can answer the intercom call from Unit Control, after disabling the housing unit touch screen.

(3) If the intercom is not answered at Unit Control after an additional two (2) minutes an alarm will sound and an intercom notification will display on the touch screen queue in Master Control. Master Control Officers can answer the intercom from Master Control, after disabling the housing unit touch screen.

b. When housing unit touch screens are disabled, the intercom call goes directly to Unit Control and the officer at Unit Control can answer the intercom, without having to go into the housing unit. If the intercom call is not answered by the Unit Control Officer within two (2) minutes, the intercom call will then go to Master Control to be answered by the Master Control Officer.

4. The Transportation Dispatch Officer is able to monitor the intercoms in the holding cells of the Transportation Staging area. The Intake Service Center Officers are able to monitor the holding cells, transfer cells, visiting booth and shower stall. (See Policy # 1412 Camera/Monitor Operations) The Master Control Officers do not have the ability to monitor the intercoms in these areas.

C. Door Position Switches (DPS)

1. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

DPS's will be monitored by Control Panels in specific areas and/or by Master Control Officers.

D. Use of Electronic Surveillance Equipment (ESE)

1. ESE will be used to monitor situations and movement throughout the facility, but will not be used as a substitute for staff supervision. Staff will be responsible for visually monitoring all areas, even if electronic surveillance is present.
2. ESE will never be used to unnecessarily invade the personal privacy of the staff, inmates or the public using the facility.