

Australian Capital Territory

Corrections Management (Hand Held Video Cameras) Operating Procedure 2020

Notifiable instrument NI2020-655

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Hand Held Video Cameras) Operating Procedure 2020*.

2 Commencement

This instrument commences on the day after its notification day.

3 Operating procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.



Jon Peach
Commissioner
ACT Corrective Services
06 October 2020



OPERATING PROCEDURE	Hand Held Video Cameras
OPERATING PROCEDURE NO.	S4.60
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff on the use of hand held video cameras in the Alexander Maconochie Centre (AMC).

PROCEDURES

1. Authorisation

- 1.1. Custodial staff are authorised to utilise hand held video cameras to record:
 - pre-planned use of force briefings
 - pre-planned use of force
 - the scene of a crime
 - targeted cell searches
 - major incidents where verbal communications should be recorded
 - any other security event where the Officer in Charge (OIC) deems appropriate.
- 1.2. The use of video cameras in a correctional centre for non-security purposes can only be authorised by the Senior Director Operations or a more senior manager.

2. Storage of video cameras

- 2.1. A video camera is a restricted item and as such will be etched with a unique serial number and recorded on the *Security Inventory*.
- 2.2. Video cameras will be stored in Security all times when not in use.
- 2.3. When not in use, video cameras will be placed on charge to ensure they are fully functional when they are required.

3. Use of video cameras

- 3.1. The operator will ensure that the correct date and time are being displayed and that the camera is fully charged prior to use.
- 3.2. The operator will check to ensure an SD card is plugged in before drawing the camera for use.
- 3.3. The operator will sign the logbook when drawing a handheld video camera recording their name, date and time.
- 3.4. Once the camera is turned on the operator will state their name, confirm the date, time and location, the name of the officers involved and what is about to occur:

'I am CO (rank and name). It is now (time and date) in (location). Present are (name other staff present). ' and;

'We are about to commence a targeted search on cell (number) occupied by (names of detainees), or;

'We are about to commence a planned use of force on detainee (name)'

- 3.4. As much information as possible should be filmed without breaks between sequences. Where a planned use of force is to occur, the briefing will be recorded and the team followed to the area without any break in filming.
- 3.5. If there is a break in filming at any point, for instance in the event of a briefing being held at a different location, the operator will record verbally the reasons why the camera is being turned off. When commencing recording again, the sequence at 3.3 is to be followed.
- 3.6. At the completion of the event or incident, the operator will state that the camera is being turned off and confirm the time. An incident is deemed complete when detainees directly involved, or evidence, is secure.

4. Returning the video camera

- 4.1. Post incident or event, the video camera will be taken to Security for the data to be downloaded.
- 4.2. The Security Supervisor will ensure that the logbook is completed with the time the video camera was returned and the person returning it.
- 4.3. The Security Supervisor will remove the SD card and immediately place the camera back on charge. The Security Supervisor will ensure that the SD card is replaced.

5. Recovering recorded data

- 5.1. Any event captured on a video camera will be regarded as evidence and the processes outlined in the Evidence Management Operating Procedure.
- 5.2. After recording a scene of a crime, the SD card will be removed from the camera and sealed as evidence in an evidence bag. All other processes as per the Evidence Management Operating Procedure will be followed.
- 5.3. The Operations Area Manager will ensure that all data recovered as per 4.1 is downloaded and stored on electronic security files. The data remaining on the SD card will be deleted and the SD card returned to the camera.

6. Audits

- 6.1. An electronic inventory will be held in Security identifying all video cameras in the AMC.
- 6.2. The Security Supervisor will check the video cameras in Security daily to ensure they are accounted for and charging.
- 6.3. Where video cameras are held in accommodation units the Unit Supervisor will be responsible for performing a daily check and noting they have done so in the Unit Logbook.
- 6.4. The Area Manager Operations will be responsible for ensuring an audit is conducted against the inventory once per month and reporting the results to the Compliance Team Leader.

RELATED DOCUMENTS AND FORMS

- Evidence Management Operating Procedure
- CCTV Policy
- Use of Force and Restraint Policy
- Use of Force and Restraint Operating Procedure

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Deputy Commissioner Custodial Operations
ACT Corrective Services
27 September 2020

Document details

Criteria	Details
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Document owner/approver:	Deputy Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Senior Director Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
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V1	May-20	First Issued	T Rust