

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: JULY 27, 2015

SUBJECT: Director's Instruction # 337, Modification of Department Order 105, Information Reporting and Department Order 804, Inmate Behavior Control

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #105, Information Reporting and Department Order 804, Inmate Behavior Control (Restricted). This Director's Instruction provides additional directives for Department Order #105, Information Reporting and supersedes the related sub-sections in Department Order 804, Inmate Behavior Control (Restricted), Section 804.04 – Use of Force, subsections 1.5 through 1.5.6, pertaining to storage processes for video recordings involving the use of force incidents.

PURPOSE:

This Director's Instruction establishes a department-wide standard for the collection, documentation, and storage of video associated with significant incidents reported through the Significant Incident Reporting criteria.

PROCEDURE:

Effective with this Instruction, Wardens, Deputy Wardens, Bureau Administrators and private prison vendors shall ensure significant incident video segments are captured using the following.

{Department Order #105, Information Reporting}

105.10 ARCHIVE, RETENTION AND DELETION OF SIGNIFICANT INCIDENT VIDEO

- 1.1 All video collected from Significant Incidents as defined by Attachment D (Incidents Requiring Video Retention) of this Instruction shall be cataloged, stored and retained on an agency approved Network Attached Storage Unit (NASU).
 - 1.1.1 Each complex shall be equipped with minimally one NASU unit solely for the purpose of storing video pursuant to this Director's Instruction.
 - 1.1.1.1 Private prison vendors shall be exempt from NASU storage requirements. Video segment recording(s) shall be cataloged and maintained pursuant to this Director's Instruction.

- 1.1.2 All NASU devices shall be maintained in the same area as current ADC servers and network hardware.
- 1.1.3 Network administrators shall monitor NASU storage limits and alert the Complex Warden when storage has exceeded 75% capacity.
 - 1.1.3.1 Wardens shall immediately facilitate the purchase of hardware necessary to expand storage capacity.
- 1.1.4 Network administrators shall establish network file access permissions for access to stored video utilizing the following:
 - 1.1.4.1 Unit Chief of Security. (Add/Change)
 - 1.1.4.2 Unit CO IV. (Add/Change)
 - 1.1.4.3 Unit Associate Deputy Warden. (Add/Change)
 - 1.1.4.4 Unit Deputy Warden. (Add/Change)
 - 1.1.4.5 Complex Warden. (Add/Change/Delete)
 - 1.1.4.6 Deputy Warden of Operations. (Add/Change/Delete)
 - 1.1.4.7 Compliance Deputy Warden. (Add/Change/Delete)
 - 1.1.4.8 Complex Major. (Add/Change/Delete)
 - 1.1.4.9 Criminal Investigation's Unit. (Add/Change/Delete)
- 1.2 Upon discovery of a significant incident as outlined in Attachment D, all incident specific video shall be immediately collected from all devices and transferred to the NASU device.
 - 1.2.1 Video outside the scope of Attachment D is not permitted to be uploaded to long-term storage NASU devices.
- 1.3 Video collected shall be categorized either Criminal or Non-Criminal:
 - 1.3.1 Criminal classified video shall be retained for 99 years from date of occurrence.
 - 1.3.2 Non-Criminal classified video shall be retained for five years from date of occurrence. After five years, the segments shall be purged pursuant to guidelines outlined in this order.
- 1.4 The unit Chief of Security shall be designated as the authority for the collection, classification, file and file folder creation, and upload of all video segments.

- 1.5 All video collected from Significant Incidents, in accordance with Attachment D, at state prison complexes shall be cataloged and retained on an agency approved Network Attached Storage Unit (NASU) devices.
 - 1.5.1 The online electronic log shall be completed with incident information detailing the following:
 - 1.5.1.1 SIR Number.
 - 1.5.1.2 Date of incident.
 - 1.5.1.3 Time of Discovery.
 - 1.5.1.4 Location.
 - 1.5.1.5 Video Type, Criminal/Non-Criminal.
 - 1.5.1.6 Video source (DVR/Handheld).
 - 1.5.1.7 Purge date.
 - 1.5.2 Video transferred to the NASU device shall conform to the following folder and file naming conventions:
 - 1.5.2.1 Folder creation as the significant incident number. Example: 2015-1124.
 - 1.5.2.1.1 All video pertaining to this incident only shall be stored in this folder.
 - 1.5.2.2 Video file renaming shall be established as YEAR-SIR#_MMDDYYYY_SEG_001. Example: An SIR number for an incident 2015-1124 with a date of 05/01/2015 and only one segment of video would be named as 2015-1124_05012015_SEG_001.
 - 1.5.2.2.1 Multiple video capturing the same incident or multiple segments from one source shall be titled sequentially. Example: SEG_001, SEG_002.
- 1.6 Private prison vendors are not required to utilize NASU devices but shall utilize an alternate ADC approved storage process, utilizing removable media as specified in 1.6.2 of this Director's Instruction.
 - 1.6.1 Video collected shall be categorized either Criminal or Non-Criminal:
 - 1.6.1.1 Criminal classified video shall be retained for 99 years from date of occurrence.

- 1.6.1.2 Non-Criminal classified video shall be retained for five years from date of occurrence. After five years, the segments shall be purged pursuant to guidelines outlined in this order.
- 1.6.2 Video segments collected by private prison vendor shall be stored utilizing DVD, DVD/R or DVD/DL media to store video.
 - 1.6.2.1 All video transferred to removable media shall be stored in a secure area outside the secure perimeter.
 - 1.6.2.2 Access to the storage area shall be restricted to authorized personnel only.
- 1.6.3 The electronic log shall be completed with incident information detailing the following:
 - 1.6.3.1 SIR Number.
 - 1.6.3.2 Complex.
 - 1.6.3.3 Unit.
 - 1.6.3.4 Segment Number.
 - 1.6.3.5 Date of incident.
 - 1.6.3.6 Time of Discovery.
 - 1.6.3.7 Location.
 - 1.6.3.8 Video Type, Criminal/Non-Criminal.
 - 1.6.3.9 Video source (DVR/Handheld).
 - 1.6.3.10 Purge date.
- 1.6.4 Video file renaming shall be established as YEAR-SIR#_MMDDYYYY_SEG_001. Example: An SIR number for an incident 2015-1124 with a date of 05/01/2015 and only one segment of video would be named as 2015-1124_05012015_SEG_001.
 - 1.6.4.1 Each DVD shall be labeled with:
 - 1.6.4.1.1 SIR number.
 - 1.6.4.1.2 Date of incident.
 - 1.6.4.1.3 Time of Discovery.

1.6.4.1.4 DVD series. Example: 1 of 2, 2 of 2.

1.6.4.1.5 Video Type, Criminal/Non-Criminal.

1.7 Video Management and Retention

1.7.1 Deputy Wardens of Compliance shall be responsible for the management retention process of video storage.

1.7.1.1 The Compliance Deputy Warden or Contract Bed Bureau Monitor shall review all instances of video storage violations with the Warden.

1.7.1.2 Private prison vendors shall designate the chief of security or a staff member of equivalent or higher rank to manage video retention.

1.7.1.3 The Compliance Deputy Warden shall reconcile physical Video Segments with the video retention log and ensure discrepancies are corrected immediately.

1.7.2 The Compliance Deputy Warden shall meet with the Warden 30 days prior to the five-year retention deadline to review.

1.7.2.1 The Warden or Deputy Warden of Operations shall review and verify purge dates of all video meeting the retention schedule prior to approving deletion.

1.8 All future CCTV recording or retention devices must be approved prior to purchase by the ADC Network Team.

804.04 USE OF FORCE – RESTRICTED

DEFINITIONS

Criminal - Those video segments that have captured felony crimes determined by the Criminal Investigations Unit that will be submitted to prosecutorial authorities as part of a criminal complaint. Criminal classified video shall be retained for 99 years from date of occurrence.

Network Attached Storage Unit (NASU) - NASU or Network Attached Storage Unit is a system consisting of 1 or more hard drives, an Ethernet connection and an operating system. This system connects to your network, allowing those authorized users on the network to upload, access and share files from a central location.

Non-Criminal - Those video segments pursuant to Attachment D collected for administrative purposes with no felony element Non-Criminal classified video shall be retained for five years from date of occurrence. After five years, the segments shall be purged pursuant to guidelines outlined in this order.

Video Segment - One or more pieces of video taken from a single source of recording or multiple recordings for a single incident.

ATTACHMENTS

Attachment D - Significant Incidents Requiring Video Retention

Attachment E - Significant Incident Video Retention Log

{Original Signature on File}

ATTACHMENT D

DEPARTMENT ORDER 105

INCIDENTS REQUIRING VIDEO RETENTION

Arson/Fire	Assault on Inmate
DART Deployment	Death
Escape	Fight Inmate
Firearms Accident/Discharge with Injury	Assault on Staff
Hostage	Disturbance
Pre-Execution Watch (Significant Incidents During Watch Only)	Progressive Restraints
Use of Force	Fight Staff
Self-Harm/Suicide	Homicide

