

 <p style="text-align: center;">COLORADO Division of Youth Services</p>	POLICY S-9-24	PAGE NUMBER 1 OF 4
	CHAPTER: Security and Control	
	SUBJECT: Video Monitoring and Surveillance	
	EFFECTIVE DATE: November 1, 2020	
<p>THIS POLICY RELATES TO:</p> <p>Detention Youth Centers Treatment Youth Centers</p>	 Anders Jacobson, Director	

I. POLICY:

To ensure the safety and security of youth, employees, and the public; to support the provision of safe, daily programming and treatment services; and to provide the youth center command and control, video surveillance and monitoring shall be utilized. Each youth center shall utilize video surveillance and monitoring for investigative and training purposes. The primary purpose of the Division of Youth Services video surveillance systems is to allow the review of major security incidents, crimes, injuries, or any safety concerns.

II. KEY TERMS: See the Division of Youth Services website for detailed definitions.

[DYS Policy Key Terms](#)

- A. Direct Staff Supervision
- B. Serious Bodily Injury
- C. Video Surveillance

III. ASSOCIATED FORMS:

- A. Video Release Form

CHAPTER	SUBJECT	POLICY	PAGE 2 of 4
Security and Control	Video Monitoring and Surveillance	S-9-24	11/1/17, 6/1/19, 11/1/20

IV. PROCEDURES:

- A. Video surveillance shall be utilized throughout the Division of Youth Services (DYS) youth centers to monitor and record as much area as possible for purposes of safety and security.
- B. Video surveillance shall be used in conjunction with direct staff supervision.
- C. Video surveillance shall never be utilized in areas of privacy to include bathroom and shower locations.
- D. Video surveillance of individual rooms with bathrooms and areas in which youth are likely to be undressed or toileting shall be monitored by employees of the same gender as the youth being viewed.
- E. Video surveillance shall be monitored from a specific location within each youth center.
- F. The youth center director, assistant director, and two youth service specialist III, and/or youth service specialist III employees designated by the youth center director and approved by the Director of Youth Center Operations (DYCO) will have access to view and record video.
- G. Youth service specialists who are assigned in areas with video monitor viewing capabilities shall view video surveillance cameras on a periodic basis or in response to a specific incident, as available.

V. MAINTENANCE AND MANAGEMENT:

- A. The youth center director or designee shall be responsible for oversight of the video surveillance system including reviewing and storage.
- B. There shall not be the alteration or installation of video surveillance systems without the knowledge and approval of the youth center director or designee and the Division of Facilities Management.
- C. Video monitoring equipment shall be kept in a secure location. The youth center director or designee shall establish a protocol for review and recording of video. The following incidents must be reviewed and recorded by a youth center director or designee:
 - 1. Fights, assaults, and serious incidents resulting in serious bodily injury to an employee or youth.
 - 2. Incidents subject to internal or external investigation, including the Department of Human Services and law enforcement.

CHAPTER	SUBJECT	POLICY	PAGE 3 of 4
Security and Control	Video Monitoring and Surveillance	S-9-24	11/1/17, 6/1/19, 11/1/20

3. Any video that may be utilized for training, debriefing, or recognition purposes.
4. Any other incident at the youth center director or designee discretion. An individual password shall be utilized to access, view, and record any video surveillance. Passwords shall not be shared.

D. Any person requesting video review must have approval from the youth center director or designee.

VI. RECORDING:

- A. All video surveillance cameras are capable of being recorded continuously by a digital or analog video recording system. Recorded video is used exclusively for the investigation of security and safety incidents as well as training and is not intended for other purposes unless approved by the youth center director or designee.
- B. The youth center director or designee may release the video to law enforcement, Department of Human Services agencies, and the DYS youth centers.
- C. Video shall not be released without a signed DYS video release form.
- D. DYS confidentiality policy shall be followed for all video surveillance.
- E. Recorded video shall not be made directly available to employees or the general public. In the event that a security incident occurs, employees shall report the incident to the youth center director or designee. If the event occurred in an area where video surveillance coverage is available, the youth center director or designee shall review the video. The video may be used by the youth center director or designee to investigate, debrief or train on the respective incident.

VII. ARCHIVAL STORAGE:

- A. All recorded videos shall be stored securely and preserved for at least three years.
- B. Video recordings that could become evidence in a civil or criminal proceeding shall be kept indefinitely unless another direction is given by the attorney general.
- C. Video recordings shall be stored according to a determined naming convention.

CHAPTER	SUBJECT	POLICY	PAGE 4 of 4
Security and Control	Video Monitoring and Surveillance	S-9-24	11/1/17, 6/1/19, 11/1/20

VIII. UTILIZATION OF VIDEO:

- A. Video recordings may be utilized for major incident briefings, with the approval of the youth center director or designee.
- B. Video recordings may be utilized for training purposes, with the approval of the youth center director or designee.
- C. Video recordings may be utilized for performance management purposes to include State Personnel Board Rule 6-10 meetings, with the approval of the youth center director or designee.
- D. Video recordings may be utilized for the positive recognition of employees, with the approval of the youth center director or designee.