



# Juvenile Justice Services (JJS) Policies and Procedures (P&P)

**Title** JJS Facilities – Security Equipment

**Category** Safety and Emergency Operations

**Procedure #** P.05.11

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### 1 Overview Statement

“Juvenile justice services stores all security equipment and related items in a secured but accessible location outside of the client housing and activity areas and maintains a record of equipment distribution for both emergency and routine incidents.” (NMAC 8.14.5.11)

### 2 Purpose

- 2.1 This procedure ensures equipment is safely stored, appropriately accessible, and properly maintained.
- 2.2 Clients are prohibited from access to restraint equipment, facility keys, and cameras.

### 3 Restraint Equipment

- 3.1 In the Control Center or security office, primary restraint equipment (cuffs, shackles, and belts) is securely stored but readily accessible when needed.
- 3.2 Unauthorized restraint equipment or supplies are destroyed or decommissioned. Only restraint equipment, purchased and approved by JJS, may be used and stored at the facility.
- 3.3 The Superintendent designates an alternative, secure storage area for secondary restraint equipment (extraction, decommissioned, and excess equipment).

3.4 The Control Center maintains a permanent checkout system for restraint equipment distribution.

3.5 The Security Threat Officer maintains an inventory of all restraint equipment.

#### **4 Keys**

Key administration requirements are addressed per P.05.17 Key and Locks Control.

#### **5 Security Cameras**

5.1 When a security camera issue or malfunction is identified, Control Center employees submit a work order request to Physical Plant and document that request in the Control daily log.

5.2 Only the Superintendent may request that Physical Plant make changes to a security camera's view or placement.

5.3 If the issue or malfunction occurs after hours, the on-call manager and the administrative Officer in Charge (OIC) determine whether emergency repairs are necessary. If so, the on-site supervisor calls the on-call Physical Plant employee to perform the repairs immediately.

5.4 When a Physical Plant employee receives a work request by phone, they document the request in their work log. The reporting facility employee follows up any phone call work requests by completing a work order.

5.4 When a work order involves an outage, malfunction, or a change to view or placement of a security camera, the Physical Plant supervisor notifies the JJS Deputy Director for Facilities and the Superintendent immediately. Once the security camera work is completed, the Physical Plant supervisor notifies the JJS Deputy Director for Facilities, the Superintendent, and, additionally, the Bureau Chief of Performance and Quality Assurance.

5.6 The Physical Plant Director manages a preventive maintenance plan and ensures Physical Plant supervisors perform daily (Monday – Friday) health checks on security cameras and document them in their work logs.

5.7 Security camera checks are incorporated in the Quality Assurance (QA) monthly inspections and included in the QA quarterly report.

#### **6 Handheld Cameras**

6.1 The Superintendent ensures enough operable handheld cameras, including replacements, are accessible as needed.

6.2 Handheld cameras are charged and stored in the Control Center are readily available to employees but inaccessible to clients.

6.3 At the beginning of each shift, the Officer of the Day/Shift Supervisor ensures that all handheld cameras are fully charged and stored properly. Sign-off on all equipment checks are documented in the supervisor log.

- 6.4 The employee assigned to operate a handheld camera checks the equipment as part of their post and signs the unit logbook indicating that the handheld camera is operable. However, if the camera is not operable, the employee immediately notifies the Officer of the Day/Shift Supervisor, who provides them with a replacement, operable camera.

**7 Camera and Video Access and Storage**

- 7.1 If an employee engages in or has knowledge of and fails to report the destruction, theft, or misuse of video equipment or cameras, they may be required to reimburse the department for the replacement cost.
- 7.2 Video tapes/disks that are a part of pending litigation or a pending investigation are not destroyed regardless of timeframe.
- 7.3 Videos of incidents are stored in a secure area. The facility superintendent has security measures in place to prevent unauthorized/unlawful processing of data or accidental loss of, destruction, or damage to data.
- 7.4 Master or original copies of video footage remain at the facility unless approved by the facility superintendent. Copies of the original may be made and distributed, as required.
- 7.5 Unless requested by law enforcement or the courts in connection to a criminal investigation, requests from outside the department to access/view any video of any incident are referred to the Office of General Counsel (OGC) for consideration/approval.
- 7.6 The JJS Deputy Director for Facilities, the Bureau Chief of Performance and Quality Assurance, and the CYFD PREA Coordinator have unfettered access to review live feeds and recordings of all security cameras.

**8 Consequences of Noncompliance**

An employee who fails to follow this Policy and Procedure may be subject to disciplinary action in accordance with the CYFD Code of Conduct, New Mexico Administrative Code (NMAC), and other relevant statutes, regulations, rules, policies, and procedures.

**9 Additional Forms and Documents**

Physical Plant Work Order Requests

**10 Effective Date**

March 1, 2023

**11 Replaced Procedure**

P.5.11 Security Equipment, issued 06/01/2010

**12 Applicable Rule**

NMAC 8.14.5 Safety and Emergency Operations

DocuSigned by:

**13 Authorizing Signature**

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Deputy Cabinet Secretary

2/22/2023

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