



Department of Justice and Public Safety
Adult Custody Services

Policy: **Video Recording D33**
Effective: January 2009
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

To outline procedural guidelines for the video recording of incident(s) that interrupt the safety and good order of an institution.

LEGISLATIVE AUTHORITY

[NB Corrections act](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

All incidents that interrupt the safety and good order of the institution will be video recorded. Video recording is for objective and accurate reporting of incidents for the protection of the clients and staff.

PROCEDURE

Videoed Incidents

The staff operating the video camera shall be sufficiently trained to provide a credible audio/visual record of the incident.

Sergeant

The Sergeant or any manager shall not normally act as the video operator.

Preparation and Taping

The video recorder operator is to ensure the following steps occur and are recorded:

- The Sergeant briefly introduces themselves, the situation, and time, date, participants, etc.
- Recording should commence prior to the actual interaction with the client(s) and include the pre-planning instructions of the Sergeant or the person in charge.

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- Recording is to be continuous from start to finish and without any interruption and is normally to be done by one person only.
- If an interruption occurs, Sergeant will make a camera notation.
- Video operators are to remain close enough to the client(s)/situation that continuous viewing and taping is maintained.
- Cameras used for recording are to be equipped with a tamper-proof date/time feature, which is to be activated during video recording.
- Sergeant or persons in command are prohibited from issuing instructions to stop filming or causing the filming to be stopped during an incident.
- Staff will to the best of their abilities not position themselves in a way that will obstruct the view of the video operator. If this occurs the video operator will request the officer(s) move to allow the unobstructed recording of the incident.
- The incident video recording will contain:
 - A narrative of the event by the Sergeant
 - Weapons and or contraband found
 - Injuries to any staff or clients and
 - Damage to any institutional property

Searches

Should a recording of an intrusive search (strip/skin search) be required.

- The camera will only be directed at the staff member conducting the search; and
- Never directed at the client.

Post Incident

The video recording operator shall return to the affected area at the conclusion of an incident and capture a shot of the entire area before anything is moved.

Tape Identification

The Sergeant will ensure that recordings are properly labeled by placing the incident report number on the spine of the tape.

Secured

Tapes are to be secured for viewing by the Superintendent or designate.

Superintendent / Designate Review

The Superintendent or designate will review incident recordings within 07 days if it is determined that the occurrence requires immediate attention. All other recordings will be reviewed in a reasonable time frame.

Chief Superintendent of Operations

The Superintendent will forward to the Chief Superintendent of Operations all recordings involving:

- Incidents requiring force
- Any client disturbance, e.g., sit-down strike, damage to property, cell extraction, etc.
- Hostage taking; and
- Self-inflicted injury



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Storage / Movement / Log

All video recordings will be securely stored at the Centre. A log shall be kept of the catalogue number, date, type of incident, client(s) involved, camera operator and locations of recordings always. Whenever a recording is removed from secure storage, the movement will be noted in the log, along with whom removed the recording to maintain legal chain of custody.

Retention

Video recordings are to be retained for two years, after which, if they are not required for any reason of investigation, prosecution, or litigation, they are then archived.

Court Use

The Director of Adult Custody Services shall be informed if any videotape will be used in Court.

RELATED POLICY

D17 Emergencies
D15 Searches
D18 Hostage Taking
D23 Use of Force
D26 Oleoresin Capsicum
D27 Segregation
D30 Restraint & Safety Prevention Equipment
D36 Cell Extraction
D47 Electro-Muscular Disruption Device
Adult Institutional Policy Manual N.B