 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b></p> <p style="text-align: center; font-size: 2em;"><b>206.00</b></p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;">3</p>
<p><b><u>CHAPTER:</u></b> Physical Plant</p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-2G-01; ACA 3-JDF-2G-01; Prison Rape Elimination Act of 2003, §115.318</p>	
<p><b><u>SUBJECT:</u></b> Security/Surveillance</p>		
<p><b><u>DATE:</u></b> October 1, 2013</p>		

**POLICY**

It is the policy of the Division of Juvenile Services to provide, maintain and monitor internal and external security systems. The Division continues to pursue the ability to upgrade its electronic equipment/technology for the protection of residents, staff, facility property and the public.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 206.00 dated July 1, 2011.

**APPLICABILITY**

This Policy applies to ALL Division of Juvenile Services' Facilities and/or Offices.

**PROCEDURES**

**1. CONTROL CENTER**

- a. All facilities provide space for a 24-hour control center for monitoring and coordinating the facility's security, safety, and communications systems. The control center personnel have access to a wash basin and toilet.
- b. Residents are not permitted access to the control center.
- c. Doors to the control center are not to be opened in the presence of any resident.
- d. Doors to the control center are never to be left unsecured for any amount of time.
- e. Control center will ensure proper identification of any person requesting access through any door or gate.

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## **2. VIDEO AND AUDIO SURVEILLANCE/RECORDING**

- a. All video systems will be installed so as to protect residents against sexual abuse, enhance security and monitor facility activities. The following factors will be considered in determining the need and placements of video cameras:
  1. Accepted juvenile detention and correctional practices,
  2. Any judicial, federal, internal or external oversight bodies findings of inadequacy,
  3. Components of the facility's physical plant, including blind spots,
  4. Composition of the resident population,
  5. Number and placement of supervisory staff,
  6. Institution programs occurring on a particular shift,
  7. Any applicable State or local laws, regulations, or standards,
  8. The prevalence of substantiated and unsubstantiated incidents of sexual abuse, and
  9. Any other relevant factors.
- b. The camera system will only be used for its intended purpose.
- c. Video and audio surveillance equipment will be used to verify the identity of authorized persons before permitting access into or out of a secure area.
- d. The intercom system will only be used for its intended purpose, not to eavesdrop on staff conversations.
- e. The Facility Superintendent/Director or designee will monitor and audit video surveillance recordings on a periodic basis.
- f. Video and audio surveillance equipment will be inspected daily to ensure all cameras and recording devices are functioning properly. Any malfunctioning equipment is reported to appropriate personnel in writing.

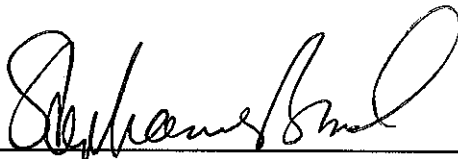
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- Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

  
\_\_\_\_\_  
Director

10/1/13  
\_\_\_\_\_  
Date