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OAC:	_____
CPOE:	
Board:	
Other:	_____

Next Review Date: 1/24

Last Reviewed: 1/21

Review Responsibility: Board of Administrative Policies Committee

FCCS PROCEDURE

NO.: 3S

SUBJECT: SECURITY VIDEO RECORDING

Approved by: Executive Council

Effective Date: February 27, 2012

Date(s) of Revision: Apr 7, 2015; Apr 24, 2018

Responsible for Implementation: All Staff and Clients

Security Video Recording

Procedures:

In FCCS facilities where video cameras are in place, the recordings will only be maintained until the system is full and then recordings will be recorded over from oldest to newest. As per the Agency Retention Schedule a minimum of 7 days of video will be stored.

In the event an incident is brought to the attention of the Facilities Manager or the Maintenance Supervisor, a review of the noted time frame occurs. If the recording of the said incident is found, a CD will be prepared and provided to the police or service team as needed. Any request for video from an outside entity must be submitted via a public records request and must be approved by the Chief Legal Counsel prior to the release of the requested video.

Any CD provided to a service team on a case related issue should be maintained in the family's record.