



Illinois Department of Corrections

Administrative Directive

Number: 05.01.104	Title: Use, Security and Storage of Cameras, Digital Media and Related Equipment	Effective: 4/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	05.01.104 effective 2/1/2020

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-13, 5-ACI-1F-01 – 08, 5-ACI-2G-03, 5-ACI-3A-01, 29, 37, 41, 42
Referenced Policies: 01.25.101	Referenced Forms: DOC 0300 – Search Record/Confiscated Contraband DOC 0434 – Incident Report

I. POLICY

Each facility shall maintain systems for strict accountability of all cameras, digital media and related equipment to ensure that such materials are only issued to or accessed by authorized personnel, and that all cameras and related equipment are properly and securely stored when not in use.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure regarding the use and control of cameras, digital media and related equipment within the Department.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least semi-annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Cameras – any acquisition device used to produce or reproduce a photographic, electronic or digitized image including, but not limited to, photograph cameras, video cameras, camcorders or scanners, but not including equipment used in the normal course of business to reproduce documents, such as photocopying machines.

Digital Media – for the purpose of this directive shall include any digital imagery, video or audio recorded by or obtained for the Department including, but not limited to, video recordings of cell extractions or searches, surveillance videos or audio recordings.

Related equipment – any video cassette player, video cassette recorder, video monitor, film, cassette, tape, slide, film or slide projector, or any other equipment used for or with cameras such as batteries,

	Illinois Department of Corrections Administrative Directive	Page 2 of 5
Number: 05.01.104	Title: Use, Security and Storage of Cameras, Digital Media and Related Equipment	Effective: 4/1/2021

chargers, power packs, lenses, filters, flashes, lights, cables, tripods, cases, bags and straps.

F. General Provisions

1. Cameras and related equipment shall be used only for those purposes authorized by the Chief Administrative Officer (CAO).
 - a. Covert or surreptitious use of cameras require the prior verbal authorization of the Director. Only visual recordings may be made.
 - b. No sound may be recorded during covert or surreptitious use of cameras except as permitted by State or federal law.
2. Use and storage of body cameras, any digital media obtained from body cameras and all related equipment shall be in accordance with existing procedures.
3. An accurate inventory of all cameras and related equipment shall be maintained by each facility.
4. All cameras and related equipment shall be stored in secure areas when not in use.
5. Documentation of use of cameras and related equipment shall be maintained by each facility. Access to such documentation shall be limited by the CAO.
6. All media maintained by the Department shall be used for official purposes only. Personal or unauthorized use or distribution of media may result in disciplinary action up to and including discharge.
7. Access to digital media containing sensitive or confidential information shall be limited to authorized staff via use of password protection.
8. All work-related digital media residing on personally-owned computers, devices or drives is the property of the Department and may be seized by authorized personnel at any time.
9. Offenders shall not be allowed access to cameras or related equipment except where authorized by the CAO. The CAO may authorize such access while an offender is under direct staff supervision in conjunction with:
 - a. Established educational, vocational, industry or print shop programs;
 - b. Approved recreational or visiting area photograph programs;
 - c. Operation of in-house cable systems or a media center; or
 - d. A work assignment in the Bureau of Identification.
10. An annual camera and related equipment usage survey shall be conducted and excess or unused items shall be disposed of in accordance with established property control procedures.

G. Digital Media Requirements

1. Digital media shall be retained for two years provided no litigation is pending or anticipated.
2. The Chief Information Officer shall ensure:

	Illinois Department of Corrections Administrative Directive	Page 3 of 5
Number: 05.01.104	Title: Use, Security and Storage of Cameras, Digital Media and Related Equipment	Effective: 4/1/2021

- a. Secure storage is available on State networks or cloud space from the Department of Innovation and Technology (DoIT) or other contracted vendor(s);
 - b. Digital media saved to secure storage is routinely backed up using data redundancy backup methods;
 - c. Record retention guidelines are followed to ensure digital media relevant to active investigations or ongoing litigation are not destroyed; and
 - d. Industry standard security best practices are applied when possible to all storage options, including compliance with Criminal Justice Information Systems (CJIS) Security Policy.
3. Each CAO shall ensure a comprehensive written policy is established regarding each of the topics covered in this directive.
 4. Access to secure storage shall be limited to staff approved by the Chief of Investigations and Intelligence (no designee).
 - a. The Chief, Deputy Chief and each Commander and Deputy Commander of Investigations and Intelligence shall have access to all secure storage.
 - b. An Internal Affairs Lieutenant shall have access restricted to only the secure storage pertaining to his or her respective facility.
 - c. An External Investigator shall have access restricted to only the secure storage or digital media pertaining to his or her assigned cases.
 5. All staff with access to secure storage shall familiarize themselves with the facility procedure and have knowledge of basic digital media management including, but not limited to, saving and transferring of files, and record retention and destruction procedures.
 6. Any unauthorized disclosure, unauthorized acquisition or other situation where sensitive digital media access has been compromised shall be reported immediately upon discovery to the Chief of Investigations and Intelligence and an Incident Report, DOC 0434, shall be completed.

H. Saving of Digital Media Files

1. Internal Affairs staff shall be responsible for downloading all digital media recorded on any device to the appropriate secure storage once received via chain of custody.
 - a. All staff shall ensure chain of custody has been maintained by completing the Search Record/Confiscated Contraband, DOC 0300.
 - b. The Tactical Team member responsible for recording the event with the issued camera shall submit the camera or SD card storing the digital media file to the Tactical Team Leader.
 - c. The Tactical Team Leader shall submit the camera or SD card to the Internal Affairs Lieutenant, who shall mark the camera or SD card as evidence.
2. When downloading digital media to secure storage, Internal Affairs staff shall:
 - a. Save digital media using the approved file format and naming conventions; and
 - b. After digital media has been successfully uploaded, delete the digital media from the

	Illinois Department of Corrections Administrative Directive	Page 4 of 5
Number: 05.01.104	Title: Use, Security and Storage of Cameras, Digital Media and Related Equipment	Effective: 4/1/2021

portable device or drive on which it was originally saved.

I. Use of Digital Media by Internal Affairs and Investigations

1. Use of digital media by Internal Affairs and Investigations Unit staff shall be for investigative purposes only.
2. A copy of digital media used for investigative purposes shall be saved on a disc or SD card and maintained as an attachment in an Investigative file.

J. Requests for Use of Digital Media

1. Digital media shall only be transferred to a requestor via the CMS File Transfer or other FTP-based, secure file transfer site.
2. Requests for digital media to be used for training purposes shall be:
 - a. Submitted to the Chief of Investigations and Intelligence and Operations for review and approval (no designee).
 - b. Approved only after determination that no current legal action related to the recorded incident exists.
3. Other criminal justice agencies may request digital media.
 - a. Requests shall be in writing and accompanied by a subpoena.
 - (1) The letter of request and the subpoena shall be submitted to the Chief of Investigations and Intelligence.
 - (2) The subpoena shall contain the offender's name and justification for the request and, if available, the offender's identification number. The request shall also include the applicable telephone numbers involved and specific dates and times.
 - b. The Chief of Investigations and Intelligence shall:
 - (1) Submit the request for legal review.
 - (2) Inform the requesting agencies in writing of the Department's approval or denial.

NOTE: Only the portions of the digital media containing the information requested shall be released.
 - c. Each facility shall maintain a record of all digital media released. At a minimum, the record shall include:
 - (1) The type of digital media released;
 - (2) The specific information released, for example, date or time of information;
 - (3) The date and to whom the digital media was released; and
 - (4) The date the digital media was returned, if applicable.

	Illinois Department of Corrections Administrative Directive	Page 5 of 5
Number: 05.01.104	Title: Use, Security and Storage of Cameras, Digital Media and Related Equipment	Effective: 4/1/2021

- d. The preparing facility shall notify the Regional Law Enforcement Liaison of the release of digital media for documentation in accordance with Administrative Directive 01.25.101.
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