

MARIN COUNTY SHERIFF'S OFFICE
COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 3 – FACILITY OPERATIONS
CRT 03-07
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DATE
June 1, 2001

CIVIC CENTER ENTRANCE SURVEILLANCE SYSTEM

POLICY

It is the policy of the Marin County Sheriff's Office to establish guidelines and policies to ensure the efficient use of the Civic Center Entrance Surveillance System. The Civic Center Entrance Surveillance System is designed to visually monitor the main public entrances to the Marin Civic Center. Each video signal is recorded for the purpose of identifying persons entering the Civic Center for illicit purposes. Although monitors are provided for real-time viewing of incoming video signals, Communications Center personnel are not required to observe these monitors during normal operations.

PROCEDURE

Components:

The Civic Center Surveillance system consists of the following components:

Four video cameras. One camera is installed in each of the following public entrances to the Civic Center:

- Sheriff's Archway (south side)
- Center Archway
- South Archway (Main Entrance)
- South Archway (south side)

Two video signal multiplexors, mounted in the Communications Center.

Two video monitors, mounted in the Communications Center.

Equipment Configuration:

Normal Configuration:

- Camera Selection Buttons: Numbers 1,2,3 and 4 should show red indicator lights.
- "Multi" Selector Button: Should show red indicator light.
- VCR Power Light: On.
- "Live" Light: On.
- VCR Controls: Set to "RECORD".
- Monitor #1 will show a four-way split screen, with views of each public entrance.
- Monitor #2 will show a full-screen view of each public entrance in turn.

Recorder Settings:

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Starting VCR (after changing tapes)

Insert new tape.
Press "Record."
Verify on display that "24" is indicated for 24-hour record mode

Operating Procedures:

A copy of the VCR and Multiplexer manuals shall be provided by the Radio Shop and stored near the equipment installed in the Communications Center.

Video Tapes:

Video recorder #1 shall be maintained in operation at all times. Video tapes shall be replaced by Communications Center personnel each day at midnight. The tape removed shall be marked according to existing Communications Center policy and placed in the designated storage area. The oldest recorded video tape in the storage area shall be removed, erased, rewound, and prepared for service.

Video tapes shall be retained for a period of thirty (30) days.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

Communication Division

DATE OF REVISIONS:

None

By order of

TIMOTHY J. LITTLE
CAPTAIN