

**Santa Clara County Office of the Sheriff  
Safety & Security Surveillance Equipment  
Surveillance Use Policy**

**2018**

**Approved: 08/14/2018**

**Santa Clara County  
Sheriff's Office  
Custody Bureau**

## **1. Purpose**

The Custody Bureau uses Thermal Imaging Cameras, Security X-Ray Scanners, “Walk-Through” Metal Detectors, and “Wand” Metal Detectors as part of its Safety and Security Surveillance Equipment. Applicable Manufacturer and Model numbers of the Safety and Security Equipment are listed in Section 2 of this policy.

Safety and Security Surveillance Equipment shall be used to prevent or detect contraband, weapons, and potential weapons from entering or remaining within the security perimeter of Santa Clara County Correctional Facilities. Contraband is defined as any item not permitted from entering the jail facilities. The equipment listed below is designed to provide for non-invasive detection of items that are of safety and security concern within a jail environment. A search warrant is not required for use of the Custody Bureau Safety and Security Surveillance Equipment as authorized below.

## **2. Authorized and Prohibited Uses**

### **A. Thermal Imaging Camera (TIC)**

1. The Thermal Imaging Camera (TIC) is an MSA Evolution 4000 Thermal Imaging Camera
2. The TIC shall only be used to aid firefighting in scenarios such as:
  - a. Search and rescue missions
  - b. Initial scene assessment
  - c. Locating the seat of a fire
  - d. Locating fire extension
  - e. Identifying potential flashover situations
  - f. Hazmat situations
  - g. Response vehicle navigation (darkness or heavy smoke)
  - h. Other fire department first responder applications not prohibited by law
3. The TIC shall only be used by Sheriff’s personnel within jail property for:
  - a. Tracking inmates or suspects
  - b. Identifying recently driven vehicles
  - c. Surveillance of the property
  - d. Locating dropped evidence
  - e. Contraband detection

- f. Disturbed surfaces
  - g. Other uses not prohibited by law
4. The TIC shall be, except in rare circumstances, used only within the custody setting for authorized uses listed above. Rare circumstances for the use of the TIC outside of the jail facility shall be limited to instances where the TIC could be a beneficial tool, as determined by the Sheriff or Sheriff's designee, to assist in finding:
    - a. An "At-Risk" missing person
    - b. A fugitive from justice in criminal investigations only. The TIC shall not be used for civil or deportation-related investigations.
    - c. A person suspected of having committed a serious or violent felony.
  5. If legally required, a search warrant shall be obtained for usage of the TIC outside of a custody setting for any of the purposes identified above in subsection number 4.

**B. Security X-Ray Scanners**

1. The X-Ray Scanners are EGNG Astro Physics Life Scan #SYS215 06/99.
2. The X-Ray Scanners shall only be used to aid law enforcement with checkpoint inspection of personnel/visitors' belongings including but not limited to:
  - a. Backpacks
  - b. Laptop bags
  - c. Purses
  - d. Briefcases
  - e. Jackets
  - f. Packages
  - g. Mail

**C. "Walk Through" Metal Detectors**

1. The "Walk Through" Metal Detectors are:
  - a. CEIA #PDMZ-ENZ
  - b. CEIA #02PN8
  - c. CEIA Meteor 6S
  - d. SMD600/PZ Multizone
  - e. CEIA PMD2

2. The “Walk Through” Metal Detectors shall only be used to aid law enforcement and assigned Sheriff’s personnel with checkpoint and intra-facility inspection of personnel/visitors/inmates. The detectors shall identify target locations from head to toe where metal is detected by illuminating lights in a designated region on the detector and/or emitting an audio tone.

**D. “Wand” Metal Detectors**

1. “Wand” Metal Detectors are:
  - a. Garrett Hand-Held #1165190
  - b. EIA PD240
2. “Wand” Metal Detectors shall only be used by assigned Sheriff’s personnel for checkpoint and intra-facility inspection of personnel/visitors/inmates. The detectors shall identify locations from head to toe where metal resides by making a vibration or audible tone when the wand is passed over the area.

**E.** All Safety and Security Surveillance Equipment shall be utilized in a manner not prohibited by law.

**F.** Safety and Surveillance Equipment listed above shall not be used for personal or non-security, non-law enforcement, or non-first responder purposes.

**3. Data Collection**

The following data may be obtained through the safety and security surveillance equipment:

- A. The Thermal Imaging Camera produces live thermal images in real time. The thermal imaging camera shall not record or retain recorded data.
- B. The Security X-Ray Scanner produces live X-Ray images in real time. The Security X-Ray Scanner shall not record or retain recorded data.
- C. “Walk Through” Metal Detectors produce an audible tone or light signal in real time when metal is detected. The “Walk Through” Metal Detectors shall not record or retain recorded data.
- D. “Wand” Metal Detectors produce a vibration or audible tone in real time to signal when metal is detected. “Wand” Metal Detectors shall not record or retain recorded data.

**4. Data Access**

Access to real-time Safety and Security Surveillance Equipment data shall be restricted to Sheriff’s personnel assigned to operate the equipment, including Sheriff’s supervisors and Sheriff’s administration. Individuals in the vicinity of metal detector technology may hear the sounds or see the lights from the equipment.

## 5. Data Protection

Safety and Security Surveillance Equipment shall not produce or retain recorded data. Safety and Security Surveillance Equipment that is not at a fixed location shall be stored in a secured area, not accessible to the public.

## 6. Data Retention

All data collected is viewed in real-time by the user of the listed Safety and Security Surveillance Equipment and shall not be stored.

## 7. Public Access

Data from the Safety and Security Surveillance Equipment listed in this Surveillance Use Policy shall not be recorded or retained, and therefore shall not be available to the public. Members of the public who are in the vicinity of metal detector technology may hear the sounds or see the lights from the equipment.

## 8. Third-Party Data Sharing

No data shall be recorded for the Safety and Security Surveillance Equipment listed in this Surveillance Use Policy. Results may be shared with Sheriff's custody personnel, investigating officer(s), and the District Attorney's Office when such equipment brings discovery of contraband or weapons to light. The District Attorney's Office may share results with the Public Defender's Office or criminal defense attorney(s) in accordance with applicable California discovery laws. Other law enforcement officials, firefighters, and first responders may be given access to the equipment for first responder purposes only.

## 9. Training

Training for operating the listed Safety and Security Surveillance Equipment shall be provided by Sheriff's personnel.

## 10. Oversight

Division Commanders for divisions utilizing listed Safety and Security Surveillance Equipment shall ensure compliance with this Surveillance Use Policy. An audit log to track usage of the Thermal Imaging Camera (TIC) shall be kept to ensure compliance with this Policy. The audit log shall be reviewed by Sheriff's Administration as it deems necessary, and at least annually.

Approved as to Form and Legality

 4/30/18  
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Rob Coelho  
Office of the County Counsel

