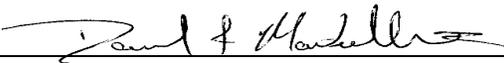


 <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE Video Production Programs and Procedures		NO. 4555
			DATE 05/20/2015
SUPERSEDES DIR# 4555 Dtd. 08/08/2012	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Dirs. #0401 and 4556	APPROVING AUTHORITY 		

I. PURPOSE: The purpose of this directive is:

- A. To provide a Departmental procedure for creating original video productions for training and information;
- B. To provide for more efficient and legal use of video recordings for the general educational programs conducted at the individual correctional facilities, regional offices, and the Training Academy;
- C. To provide a procedure to prevent the misuse of Department equipment for recording, playing, and duplication of video programs and tapes; and
- D. To provide a method of distributing information stored on video recordings to the general public where such release is in the public interest.

II. APPLICABILITY

- A. The guidance provided in this directive regarding use of video equipment and protection of the rights of copyright holders of all recorded material applies to all Department employees.
- B. This directive addresses only video productions that are designed to convey information about Department or facility procedures and policies (principally for orientation, training, or educational purposes) to Department staff, inmates, releasees, other State or law enforcement agencies, educational institutions or other community organizations, or to cable or broadcast television stations. It does not apply to informal taping of inmate activities (such as role plays, mock hearings, sporting events, and outside entertainers) except if such informally acquired footage is later to be included in a video production or given to an outside source for wider dissemination than originally intended. It does not apply to entertainment television or movies as part of a facility recreation program (refer to Directive #4556, "Entertainment Media").
- C. Additionally, this directive does not apply to Special Housing Unit (SHU), yard, corridor, perimeter, or other surveillance taping done as normal security monitoring, or video taping of other normal security situations such as cell extraction and inmate escort, unless any acquired footage is to be shared with an outside source or agency for any reason.

III. INVENTORIES

- A. Every facility and regional office shall keep readily available an inventory of all video equipment, including all video cameras, recorders, and players as well as any other equipment used to duplicate video tapes or enhance such duplicates.

Any hand-held video camera used for security shall also be inventoried monthly on the "Monthly Weapons and Equipment Inventory and Inspection," Form #2065. The original copy of this form shall be forwarded to Central Office per Directive #4908, "Facility Arsenals."

- B. A log or logs shall be kept with entries made weekly showing the exact nature, title, and use of all recording material, and the date on which it was recorded. No employee shall possess or permit any inmate to possess any videotape within the facility that is not duly entered into the facility tape log or logs.
- C. All video logs shall be under the direct control of the Deputy Superintendent designated by the Superintendent.

IV. COPYRIGHTED MATERIALS

- A. No recordings of copyrighted material shall be maintained without the authorization of the copyright holder.
- B. Any copyrighted material recorded off the air for use in education programs for either inmates, releasees, or staff must demonstrate direct assistance and material application to the class in which such material is being used as an educational supplement. Copies for use in education programs shall not be maintained more than seven days.

V. ORIGINAL VIDEO PRODUCTIONS

- A. For each original work undertaken by inmates and/or staff, a production folder shall be maintained. Each folder shall include at least:
 - 1. A release from every living person shown or depicted in the production as set forth in Directive #0401, "Release of Information to the News Media." Exception: If HIV (human immuno-deficiency virus) related material is included in any production, the release forms require an additional specification; Department Counsel must be consulted so that a proper release can be drawn;
 - 2. The complete script of the production; and
 - 3. Copies of all of the authorizations required.
- B. Authorizations
 - 1. Before any production is commenced, the Regional Training Lieutenant or Regional Training Coordinator shall forward an outline showing the concept of the work and its purpose to the Supervisor of A/V Training & Production. This transmittal shall indicate whether the Superintendent has approved the use of staff resources and time for completion of the production.
 - 2. The Video Center shall review each outline to determine if any productions already exist which will satisfy the intended purpose. Duplicative productions will not generally be approved. Where the outline indicates original and relevant subject material, the Regional Training Lieutenant will be asked to prepare and return a production script to the Supervisor of A/V Training & Production for Central Office review and approval.

3. The Supervisor of A/V Training & Production shall refer all production scripts to the appropriate Deputy Commissioner who has significant interest in or functional responsibility for the subject matter to be addressed in the production. The Deputy Commissioner shall be asked to approve or disapprove the production and provide any necessary editorial guidance.
4. The Supervisor of A/V Training & Production shall relay the Deputy Commissioner's decision to the requesting Regional Training Lieutenant or Regional Training Coordinator along with any other comments and guidance generated in the approval process.
5. A true copy of each work when finished shall be sent to the Video Center before any distribution.
6. Upon receipt of a finished video production, the Video Center shall review the work and forward the production to the Director of the Training Academy with a distribution recommendation.
7. The Director of the Training Academy shall give final authorization for the distribution of all original productions, and shall limit distribution only in the best interest of the Department and the public.

VI. MASTER LIST: A general list of all materials, whether copies or originals, shall be maintained by the Video Center and shall be made available to the facilities and regional offices on request. A copy of the list shall be submitted on a semiannual basis to the Deputy Commissioner for Administrative Services to be included as part of the Master Index required by the Freedom of Information Law.