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<b>Use of TruVision Navigator</b>	<b>ACA Standards: None</b>		
<b>Joe M. Allbaugh, Director Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Use of TruVision Navigator

The Oklahoma Department of Corrections (ODOC) has established the following policies and procedures for the use of the TruVision Navigator, a Interlogix software application that allows the remote viewing of Interlogix brand Closed Circuit Television (CCTV) Digital Video Recorders (DVR)s.

TruVision Navigator has a server component that can house a database of authorized users statewide and DVR connection information.

A standardized application for remote viewing of ODOC DVRs is critical to the agency to provide remote access to authorized administrative and investigative agency personnel.

This procedure will direct agency staff through the basic information of TruVision, authorized users of TruVision, how to access TruVision, changes to TruVision settings, accessing recorded video and the export of video, and rules governing the system.

The agency TruVision administrator will be selected by the chief of Operations.

### I. TruVision Data Storage and Access

The TruVision server database is maintained on a virtualized server maintained by the Oklahoma Office of Management and Enterprise Services (OMES), Information Services Division (ISD). The TruVision Navigator application and server database is maintained by the TruVision administrator. TruVision server database backups are completed on a weekly basis and scheduled and performed via a recurring UpKeep work order.

Authorized agency staff that will receive credentials to the TruVision Navigator application will be the ODOC director, chief of Operations, regional directors, security and facility operations managers, wardens, deputy wardens, chiefs of security, shift supervisors, surveillance officers, investigators, FAI agents, STI agents, the Physical Security Unit staff and any applicable unit directors. No generic credentials will be issued.

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The office of the chief of Operations will be notified immediately of the need of a change in authorization. Unit directors will submit a current list of authorized users to the office of the chief of Operations at least every six months, or as changes occur to ensure that the list of authorized users stays current. If a user name is not provided on the semiannual list, the user will be removed from the TruVision server.

## II. TruVision Navigator Usage Limits

TruVision application installations are limited to the facility warden, center director, deputy warden, chief of security, and surveillance area for security staff. No other locations will have the TruVision application installed without written authorization from the chief of Operations.

## III. Levels of Access

TruVision Navigator has the ability to limit user access based on individual setting or group settings. Each user will be assigned to a group based on their work location. The use of TruVision shall be in accordance with [Attachment A](#) entitled "Use of TruVision Navigator and System Compatibility."

- A. Facility groups will have basic access to the facility DVRs that are at the respective facility. This basic access allows the user to watch live video, play back recorded history, and capture video for exporting.
- B. Region staff will have the same basic access as facility groups, however, a region's staff will have access to all the facilities in the respective region.
- C. Security Threats Intelligence (STI) and Fugitive Apprehension and Investigations (FAI) agents will have basic access to agency wide DVRs to aid in investigations.
- D. The Physical Security Unit and executive/senior staff will have administrative access, which allows the same as basic access but also allow remote support and control of the DVR.

## IV. TruVision Server Data Accountability

- A. Having accurate information in TruVision is critical to the agency in responding to emergencies. The facility or office that houses the DVR is responsible for ensuring all cameras are labeled appropriately. For required changes, the owner of the DVR will submit an UpKeep work order request for the Physical Security Unit to facilitate these changes as soon as possible.
- B. The Physical Security Unit will treat this request as a medium priority and have this correction scheduled within one week of receiving the update request.

## V. Administration of TruVision Server

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The administration of the TruVision server will consist of two parts; by ensuring:

A. Weekly Backup of the Database

Database backup will be performed weekly by a designated member of the Physical Security Unit and tracked through a recurring UpKeep work order; and

B. Maintenance of User Accounts

The TruVision administrator will receive the semiannual reports of authorized users for their areas and update the authorized list of users. Immediate needs of TruVision access will be addressed by the submission of an UpKeep request to the Physical Security Unit detailing the reason for addition or deletion from the server.

VI. Action

The TruVision administrator is responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: None. This is a new procedure.

Distribution: Policy and Operations Manual  
Agency Website

A copy of this policy will be available at each TruVision workstation.

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Attachments

Title

Location

Attachment A

“Use of TruVision Navigator and System Compatibility”

[Attached](#)