

Use of TruVision Navigator	1
I. TruVision Data Storage and Access.....	1
II. TruVision Navigator Usage Limits	2
III. Levels of Access.....	2
IV. TruVision Server Data Accountability.....	2
A. Weekly Backup of the Database.....	3
B. Maintenance of User Accounts.....	3
VI. Action.....	3
Attachments	4

Section-02 Information Management	OP-020705	Page: 1	Effective Date: 08/14/2023
Use of TruVision Navigator	ACA Standards: None		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Use of TruVision Navigator

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

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 administrator of Physical Security.

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 agency director, chief of Staff, chief of Operations, chief administrator of Special Operations, chief administrator of Physical Security, chief administrator of Institutions, administrators of Institutions, chief administrator of Community Corrections and Contract Services, administrators of Community

Section-02 Information Management	OP-020705	Page: 2	Effective Date: 08/14/2023
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Corrections, security and facility operations managers, facility heads, facility administrators, assistant facility heads, chiefs of security, shift supervisors, surveillance officers, investigators, Inspector General, administrator of Inspector General, inspector general agents, the physical security unit staff and any applicable unit administrators. No generic credentials will be issued.

II. TruVision Navigator Usage Limits

TruVision application installations are limited to the offices of the agency director, chief of Operations, chief of Staff, special operations, division of Institutions, division of Community Corrections and Contract Services, physical security, facility head, facility administrator, assistant facility head, chief of security, and surveillance area for security staff, or any three locations within a facility, that the facility head or facility administrator chooses. No other locations will have the TruVision application installed without written authorization from the chief administrator of Physical Security.

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 "Use of TruVision Navigator and System Compatibility" ([Attachment A](#), attached).

- 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. Chief administrator of Institutions and chief administrator of Community Corrections and Contract Services staff will have the same basic access as facility groups; however, they will have access to all the facilities in their respective purview.
- C. Inspector General agents will have basic access to agency wide DVRs to aid in investigations.
- D. The physical security unit and TruVision Administrator will have administrative access, which allows the same as basic access but 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.

Section-02 Information Management	OP-020705	Page: 3	Effective Date: 08/14/2023
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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

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 and the chief administrator of Physical Security will receive the annual reports of authorized users or as changes occur for all areas using TruVision, and update the authorized list of users. If a username is not provided on the annual list, the user will be removed from the TruVision Server. 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 administrator of Physical Security 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: OP-020705 entitled "Use of TruVision Navigator" dated December 20, 2021

Distribution: Policy and Operations Manual
Agency Website
Each TruVision workstation.

Attachments

Title

Location

[Attachment A](#)

“Use of TruVision Navigator and System Compatibility”

Attached