

# OADBY & WIGSTON BOROUGH COUNCIL CCTV PROCEDURE



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# 1 Introduction

This procedure sets out the usage of both the Oadby & Wigston Community Safety Partnership (CSP) closed circuit television (CCTV) cameras and the Oadby & Wigston Borough Council ("Council") CCTV units.

The CSP is in possession of five "Nomad" moveable CCTV cameras, three of which are fixed in town centres. The remaining Roaming Closed Circuit Television (RCCTV) cameras are deployable into areas which are identified as Anti Social Behaviour (ASB) hotspots and are intended to act as a deterrent, assist in identifying those individuals engaging in ASB, assist in the evidential process in prosecuting offenders and as a means of visible reassurance to the public.

The Council operates CCTV systems in some of the Council owned buildings. This document sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act and European Commission for Human Rights.

## 2 Training

For use of the mobile CCTV equipment, it will be necessary for staff who are using/requesting the equipment to be adequately trained. Training can be conducted in-house by members of staff who have been trained by the equipment supplier. Minimum training requirements will include technical knowledge to operate the equipment along with an understanding of the implications of Data Protection and Human Rights legislation.

## 3 Deployment of the Cameras

Any request for the redeployment of the cameras should come through the Joint Action Group (JAG) which is a multi agency meeting that meets on a monthly basis to discuss anti-social behaviour and crime and disorder within the borough. In attendance is Leicestershire Police, the Council, Probation, Youth Services, Social Care, Domestic Violence advocates and other partners.

During the meeting hotspot areas are identified, this could be an area where there have been a large number of complaints regarding anti-social behaviour or a peak in criminal activity. The identification of such locations can come through a number of mediums. Reports from Sentinel provides information of areas and types of complaints which links directly into the JAG process. The deployment of a Nomad represents a tactical option for a JAG. The JAG meetings are recorded for future reference.

Identification can also come from a number of different partners such as Police Officers, the Community Team, Youth Services or the public who would do so through communicating with the aforementioned. When the partners make a decision on the request for redeployment they will have to take into consideration;

- if the criteria for deployments has been satisfied
- is the deployment justified
- is the deployment likely to achieve the objectives

- has a feasibility study been successfully completed
- the availability of the equipment and the current situation with the existing cameras
- the cost of deployment
- urgency of the application

Should an elected member wish to explore the possibility of deployment contact must be made with the Community Safety & Tenancy Manager who will then present the case at the following JAG meeting.

## 4 Re-Sighting of Nomad Cameras

Once the above criteria has been met and agreed with the partners attending the JAG. The Community Safety & Tenancy Manager will refer to Leicestershire County Council who owns the lampposts with the requested location and column number.

When considering the location of the cameras partners should take into consideration the strategic location and whether there are any obstructions such as foliage.

Leicestershire County Council will undertake sonic testing on the lamppost, which through the use of measuring the resonance of sound waves passed through the post will determine if it is capable of bearing the weight of the Nomad camera. In addition to this other things such as wind oscillation and the lever effect are tested. Assuming the lamppost passes the test then the wiring within the post requires adapting and brackets need fixing to the lamppost to hold the camera in place. There is a cost incurred when redeploying the Nomad Cameras which is currently funded by the Community Safety Partnership, however other funding streams should always be explored.

The equipment should be sited in such a way that it only monitors those spaces which are intended to be covered by the equipment. If domestic areas such as gardens or areas not intended to be covered by the scheme border those spaces which are intended to be covered by the equipment, then consultation should be carried out with the owners of such spaces if images from those spaces might be recorded. In the case of back gardens, this would be the resident of the property overlooked.

Signs will be placed so that the public are aware that they are entering a zone which is covered by surveillance equipment. The signs should be clearly visible and legible to members of the public.

A date will be agreed for the redeployment taking into account the availability of Leicestershire County Council Street lighting section. Signs will be put in place if needed prior to installation.

The Nomad records colour footage of evidential quality to an internal hard drive. A recording can be available for up to a 55 day period depending on how "busy" the content of the images. It is best practice however to request downloads of recorded images no more than 14 days after capture. This will ensure that the images are not lost when the hard drive is automatically wiped in order it is not filled to capacity in a very short time. It does not record audio. Images are downloaded via wireless streaming and this can be done provided you are within 200 metres of the camera. Download times vary and requests for extended periods of footage must be kept to a minimum given the fact that the files are huge. For example a request for one week's footage would require an uninterrupted download time of 24 hours.

## 5. Downloading Information

Information taken from the hard drive and stored on other media must be kept secure at all times either in the Council offices or at the Wigston Police Station. A copy of the relevant information should be downloaded, bagged and tagged and stored in a lockable cabinet with a data tracking form to record movement of the data. Offices downloading the information will provide a witness statement, ensuring the time shown on the clock is the same as on the hard drive. Images on the hard drive can be downloaded onto a DVD.

Access to and the use of recorded material will be controlled. All recorded material obtained will be data as defined in the Data Protection Act 1998 and will be processed accordingly.

Recorded material may need to be submitted as evidence at some point and it is therefore important that every movement and usage of the recorded material obtained during these deployments will be meticulously recorded. The recorded material must be strictly in accordance with the rules of evidence, continuity and these procedures.

## 6. Viewing Recorded Images

Recordings of the RCCTVC may be viewed by Leicestershire Police for the prevention and detection of crime, the Community Safety and Tenancy Manager may view for similar reasons and for security purposes. It is important that access to, and disclosure of the images recorded is restricted and carefully controlled.

Access to the internal CCTV images is restricted to authorised staff in the purpose of the scheme. Under these conditions the CCTV images recording sheet (Appendix B) must be completed.

Section 7 of the 1998 Data Protection Act gives an individual the right to request access to CCTV images. Individuals who request access to images must be issued with an 'Access Request Form' (Appendix C). Upon receipt of the completed form, the Community Safety & Tenancy Manager will liaise with the Compliance Officer to determine whether disclosure is appropriate and whether there is a duty of care to protect the images of any third parties. If the duty of care cannot be discharged then the request can be refused.

A written response will be made to the individual, giving the decision (and if the request has been refused, giving reasons) within 21 days of receipt of the enquiry. If disclosure is appropriate a payment in advance of £10.00 will be required.

Records will also be maintained of any viewings by authorised authorities and a register maintained for this purpose.