



DEPLOYABLE (MOBILE) CCTV CAMERA POLICY

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Deployable (Mobile) CCTV Camera Policy

1. INTRODUCTION

- 1.1 This document sets out the policy and guidelines of New Forest District Council for the management and deployment of the Council's Deployable (mobile) CCTV cameras (DCCTV). These guidelines should be read in conjunction with the New Forest District Council's CCTV Codes of Practice and the Regulation of Investigatory Powers Act 2000 Guidelines.
- 1.2 New Forest District Council staff, and contractors working on behalf of New Forest District Council, must comply with this policy. The only exception to this is where for the purposes of internal audit investigations, compliance with the policy would compromise the aims of the inquiry.

2. AIMS AND OBJECTIVES

- 2.1 It is important that everyone likely to be affected by the deployment of New Forest District Council's DCCTV cameras, those who are likely to request deployment and all personnel involved in their operation have a clear understanding as to the circumstances in which the system will be deployed. The key objectives of the DCCTV system are:
 - Deterring and detecting crime, including environmental crime
 - Assisting in the identification of offenders leading to their arrest and successful prosecution;
 - Reducing anti-social behaviour;
 - Reducing the fear of crime;
 - Encouraging better use of New Forest District Council's facilities and attractions;
 - Maintaining and enhancing the commercial viability of the area and encouraging continued investment.
- 2.2 To improve economic, social and environmental well being in line with the Heart of the Forest Corporate Plan and in particular:
 - Deterring and detecting crime, including environmental crime
 - Assisting in the identification of offenders leading to their arrest and successful prosecution;
 - Reducing anti-social behaviour;
 - Reducing the fear of crime;
 - Encouraging better use of New Forest District Council's facilities and attractions;
 - Maintaining and enhancing the commercial viability of the area and encouraging continued investment.

3. AREA OF DEPLOYMENT

- 3.1 The DCCTV system will normally only be deployed within the boundaries of the New Forest District Council area. Areas requested for deployment will be subject to a detailed survey and approval by the DCCTV Management Board prior to any deployment taking place. Locations for deployment outside the New Forest District Council area will only be considered after approval by the DCCTV Management Board and consent of the Council and other stakeholders in whose area the deployment is to take place.
- 3.2 The DCCTV Management Board will be comprised of the following NFDC officers:
 - CCTV Manager
 - Assistant Director of Environmental Health
 - Assistant Director of Housing
 - Assistant Director of Commercial Services

- Senior Auditor & Data Protection Officer

4. CRITERIA FOR DEPLOYMENT

4.1 The request for deployment must be compatible with the Aims and Objectives in paragraph 2 above and should normally satisfy one or more of the following criteria:

- deployment is requested or supported by the police in relation to crime issues or special operations
- will assist in detection and arrest of offenders
- responding to crime hotspots or transient problems
- assists in the detection and prosecution of “environmental crime” e.g. fly – tipping
- assists in traffic management issues
- will save costs being incurred from the public purse, e.g. policing special events,
- observations that would otherwise require personnel commitment over a prolonged period
- will provide a basis for evaluating the likely effectiveness of a fixed camera(s) in a given location
- responding to emergency planning incidents (or exercises)

4.2 All applications for the deployment of DCCTV cameras must take into consideration the Council’s responsibilities under the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 and CCTV Codes of Practice. Applications must also consider:

- Proportionality - there must be adequate and justifiable reason to show that the cameras are an appropriate response to the problem. This will usually be shown by evidence of repeated complaints or intelligence on future incidents or events, or the seriousness of the incident.
- Privacy - the surveillance must be directed towards a public area and against unidentified offenders. There must be no intrusion into private areas. If a known individual(s) is the specific surveillance target this becomes ‘Direct Surveillance’ and any deployment will also have to be authorised under the Regulation of Investigatory Powers Act 2000.
- Time Scales - there must be a clear time limit for the duration of the deployment and an identified process of ongoing evaluation of the need for the cameras’ continued use in a specific location. Normal deployments will last two weeks; this may be extended but only where the need is identified.
- Objectives - there must be the specified objective(s) to be achieved by the camera deployment and the achievement of these objectives should be monitored. If the objective is satisfied before the agreed timescale is concluded then the cameras will be withdrawn.

5. APPLICATIONS FOR DEPLOYMENT

- 5.1 All applications for deployment are to be submitted on the Application for Deployment Form shown at Annex 'A'. The form can be provided on request from the Council's CCTV Manager or obtained from the council's website. All application forms should be returned to the Council's CCTV Manager, who will then pass copies of the application to other members of the CCTV Management Board.
- 5.2 The CCTV Management Board will normally make the final decision on deployments but may, if it feels it appropriate, consult the Director of Community Services
- 5.3 The CCTV Management Board will be responsible for assessing and prioritising applications for the deployment of DCCTV cameras. The Board will use the following points as guidance in reaching their decision:
- The rationale of the request.
 - Have the criteria for deployment been met?
 - Have the requirements under current legislation been met?
 - Does the deployment require authorisation under RIPA and if so, has authorisation been obtained?
 - Is the deployment of the DCCTV scheme justified?
 - Is the deployment likely to achieve its objectives?
 - Can the success of these objectives be measured?
 - Is the equipment available?
 - Will the deployment clash with other deployments? If so which is to be given priority?
 - Is there sufficient time to meet the request for the deployment of cameras?
- 5.4 In the event of an operation being mounted under RIPA, it is essential that if the cameras are to be mounted on property not owned by the Council that the owner/occupier of the premises is spoken to personally and gives their written consent. This will be done by the CCTV Manager or nominee (see Feasibility Study paragraph 6).
- 5.5 The owner/occupier must be made aware that any images obtained from the camera mounted on/inside their premises may be used as evidence and that under the rules of disclosure the defendant may be able to deduce from where the observations were conducted and that there is a possibility that they may be named in court. (R v Johnson)
- 5.6 Covert surveillance must comply with the provisions of the Regulation of Investigatory Powers Act 2000 and NFDC's policy on covert surveillance which includes delegations for authorised officers.
- 5.7 Cameras are not be deployed without prior authorisation of the DCCTV Management Board. In cases of urgency/emergency, authorisation at Director level can be sought.

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5.8 The CCTV Manager will arrange for the deployment of the DCCTV camera(s) once the deployment has been authorised by the CCTV Management Board.

6. FEASIBILITY STUDY

6.1 Applications authorised by the CCTV Management Board will be passed to the Council's CCTV Manager, who is responsible for visiting the location and making a formal feasibility study - Feasibility Study Form is at Annex 'B'.

The study will include a risk assessment, and specifically cover:

- suitable location(s)
- power sources available
- the quality of the local street lighting;
- arcs of observation for the cameras;
- obstructions from trees, buildings, traffic;
- the likelihood of achieving the stated objectives;
- the risk to NFDC staff, the public and potential witnesses
- the risk of damage to or loss of equipment;
- the likely impact of deployment on the community and in particular any likelihood of breaches to the Data Protection and Human Rights Acts;
- the role of any external agencies and likely conflict
- other events planned in the local area;
- signage requirements.

7. ABSENCE OF THE CCTV MANAGER

7.1 In any prolonged absence of the CCTV Manager, the CCTV Supervisor will carry out the manager's responsibilities under this policy.

8. ADMINISTRATION

8.1 The CCTV Manager will provide a written response to all requests for the deployment of DCCTV cameras, whether or not the application is successful

8.2 Ongoing deployment of the DCCTV cameras must be reviewed every two weeks. The CCTV Manager is responsible for arranging this review and for ensuring the results of the review are recorded on the Deployment Application Form.

8.3 If the DCCTV cameras are withdrawn prior to the conclusion of the authorisation period, details of the cancellation of the operation will be entered on the Deployment Application Form by the CCTV Manager after consulting with the originator of the request for deployment. Any disagreements will be referred to the DCCTV Management Board.

8.4 The CCTV Manager is responsible for giving each Application a unique reference number and for the storage and retention of all paperwork connected with the DCCTV scheme. All documentation will be retained for two years from the date of the application, unless specifically required for evidential purposes.

9. OPERATION OF EQUIPMENT

- 9.1 The operation of the equipment will normally be carried out by the Council's own CCTV Control Room staff who have received training in the equipment's use from the company supplying the equipment. Where other individuals/ companies/ organisations operate mobile CCTV equipment on behalf of New Forest District Council, this will be authorised by the CCTV manager, who will ensure policy compliance and familiarisation with equipment.
- 9.2 The operation of all DCCTV cameras and equipment including the recording, copying, security and issuing of videotapes and evidence will be carried out in strict adherence to the Council's existing CCTV Codes of Practice, Operating Procedures, Guidelines and legislation.

10. PURCHASE, CONTROL AND MANAGEMENT OF MOBILE CCTV EQUIPMENT,

- 10.1 Unlike fixed public CCTV systems, the potential for misuse of mobile CCTV equipment, either deliberately or inadvertently, is great and must be avoided. Any misuse could cause severe embarrassment to the Council, damage credibility and could result in substantial damages being awarded. For these reasons purchase, control and management of such assets must be strictly controlled and monitored.
- 10.2 All mobile CCTV assets will be controlled and managed by the CCTV Manager of New Forest District Council. Any department wishing to purchase equipment will liaise with the CCTV manager prior to purchase. Once purchased the assets will be controlled, stored and managed by the CCTV Manager strictly in accordance with this policy.
- 10.3 It is intended that the DCCTV cameras should be utilised to the maximum. Therefore the intention is that these cameras should always be in use whenever possible. Where a department has purchased such equipment, and it is not currently being used for the purposes of that department, then the CCTV manager will seek permission from that department before using it for other's purposes.
- 10.4 Areas of dispute will be referred to Director level.
- 10.5 On the occasions when the cameras are not deployed and for maintenance purposes, the cameras will be stored in a secure area under the control of the CCTV Manager.

11. EQUIPMENT MAINTENANCE

- 11.1 A maintenance contract for all of the equipment relating to the DCCTV system has been set up and is monitored by CCTV Manager, who will be responsible for all aspects of the security, care, maintenance, fault reporting and monitoring of the maintenance contract.

12. SIGNAGE

- 12.1 For all overt surveillance, DCCTV cameras will be mounted within the public view and with clear signage indicating their use within the area.

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12.2 Signs advising members of the public that DCCTV cameras are in use in the area will be of the Council's standard design. These signs will be mounted in the immediate vicinity of the camera mounting location.

12.3 If the signs are mounted on property not belonging to the Council permission must be sought from the owners prior to installation.

13. PHYSICAL DEPLOYMENT OF CAMERAS

13.1 Generally mobile CCTV cameras on buildings and lamp-posts are exempt from planning permissions, although there are limits on size and numbers. Exemptions do not apply to Listed Buildings – cases of doubt will be referred to the appropriate planning office.

13.2 Wherever possible, the DCCTV cameras will be mounted on street lamp columns and have mains power provided from the street lamp.

13.3 Where DCCTV cameras are mounted on non-Council buildings, written permission of the owner will be obtained prior to deployment

13.4 Special care must be taken when deploying a camera onto a listed building. Authorisation for the deployment may need to be obtained from the Council's Listed Buildings Officer.

13.5 Where necessary, the cameras will be erected on buildings or street furniture or other suitably secure sites, by a dedicated installation team provided by a contract company. This company will receive training and accreditation from the company supplying the equipment. The company contracted to erect the cameras should generally be on the Council's approved contractors list and comply with health and safety requirements. Where this is not possible, the company will provide the CCTV Manager with a copy of its Health and Safety Policy and Safe Working Practices with regard to the installation, removal and replacement of cameras and battery packs.

14. COSTS

14.1 Costs for the deployment, recovery and running of the equipment will be met by the department of the council or organisation requesting the deployment of the DCCTV camera(s).

14.2 Where a power supply to any equipment is taken from a non-Council building, agreement should be sought from the owners for donation of the electricity.

14.3 Where cameras are to be battery powered, allowance should be built in to the deployment agreement for the cost of the contract company's needs to change these batteries to be covered by the department/organisation requesting the deployment of the cameras.

Deployment Application Form

To:

The Licensing & CCTV Manager, New Forest District Council, Appletree Court,
Lyndhurst. SO43 7PA

Applicant's Name:.....

Position.....:

Organisation (Name and Address)

.....
.....
.....
.....

Post Code:.....

Telephone number.....

Fax No:.....

E-mail:.....

I request the deployment of the DCCTV cameras for the period:

Start Date until End date

(not to exceed 2 weeks unless there is a clear justification for longer)

Is this request related to a named individual(s) or a specific address? Yes/No

If yes, please ensure that a copy of the completed RIPA (Regulation of Investigatory Powers Act 2000) Authorisation Form is attached to this Application for Deployment Form

Location/area to be observed

.....
.....
.....
.....

Evidence of the need for the deployment

.....
.....
.....
.....
.....
.....

.....(attach additional pages if necessary)

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I agree to pay all necessary costs incurred in accordance with the NFDC Mobile CCTV policy

Signed Print Date.....
Copies passed to DCCTV Management Board on.....(insert date)

Deployment Authorised Yes/No

If No state reason:.....
.....
.....
.....
.....
.....

CCTV Manager Signature:.....
Date:.....

Feasibility Study carried out on.....(insert date)

Deployment possible Yes/No

Deployed on.....(insert date)

Review of Deployment

Date of Review:.....

Reason for Review:.....
.....
.....

Results of Review.....
.....
.....
.....

...
CCTV Manager Signature:.....
Date:.....

Withdrawal/non deployment of Equipment

Date withdrawn.....

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Reason for Withdrawal/non deployment of Equipment:.....
.....
.....
.....

Date applicant informed.....

CCTV Manager Signature:.....Date:.....

Feasibility Study Form

Study carried out by:..... Date:.....

Location:.....
.....
.....

Risk/Feasibility issues

Wherever possible use a map to show details referred to in below study

General description of area

Specific location of surveillance area in relation to general description of area

Possible camera location(s) in relation to above to include lines of sight, camera arcs, obstructions, etc:

Specific locations of camera mounting(s) (building, lamp-post) etc:

Would location of cameras meet the stated objectives of request for deployment?
Yes/No (give reasons)

Is there likelihood of damage/loss of equipment?
Yes/No (give reasons)

Local Lighting (type, location) –

Transmission/recording detail to include maintenance of tapes, etc

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Is there any likelihood of harassment /threats/risks to personnel whilst installing or decommissioning?

Yes/No (give details)

Is there any likelihood of harassment /threats/risks to individuals or community whilst installing/decommissioning/ or running system?

Yes/No (give details)

Is there any likelihood of breaches to the Data Protection Act And human Rights Act?

Yes/No (give details)

Is there any likelihood of intrusion into private areas or activities?

Yes/No (give details)

Are there any events/ operations in the area that would be adversely affected by deployment of the equipment?

Yes/No (give details)

Are there any signage requirements?

Yes/No (give details)

Are there any other considerations?

Yes/No (give details)

In relation to covert/directed surveillance has RIPA authority been granted – give details

R v Johnson visit required? Yes/ No Date carried out:.....

Name of Occupier:..... Tele No:.....

Address:.....

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.....
I have been informed of that if my property is used as a mounting point for a camera, it is possible that that my name and address may be disclosed in court. I understand these consequences and I give my consent for a DCCTV camera to be mounted on/in my property.

Occupiers Signature:..... Date:.....

CCTV Managers Signature:..... Date:.....

Is deployment approved Yes/ No
Reasons:

Signed :.....CCTV Manager

Date: