

# **Re-deployable CCTV (RCCTV) Cameras**

## **Deployment Guidelines**

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## **1. Introduction**

- 1.1 This document sets out the policy and guidelines of the Council on issues involved in the planning for, and actual deployment of the city council's Re-deployable CCTV (RCCTV) cameras. These guidelines have been agreed and authorised by the relevant Executive Councillor.
- 1.2 These guidelines should be read in conjunction with the Cambridge City Council's CCTV Code of Practice and Operational Manuals.

## **2. Aims and Objectives**

- 2.2 It is important that all those are likely to be affected by the deployment of Cambridge City Council's RCCTV cameras, those who are likely to request their 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 Cambridge's RCCTV system are:

- Protecting areas and premises used by the public
- Deterring and detecting crime
- Assisting in the identification of offenders leading to their arrest and successful prosecution
- Reducing anti-social behaviour and aggressive begging
- Reducing the fear of crime
- Encourage better use of city facilities and attractions
- Maintaining and enhancing the commercial viability of the city and encouraging continued investment
- Encourage the public to act responsibly in their own and the wider community to assist in the fight against crime and anti-social behaviour.

## **3. Area of Deployment**

- 3.1 The RCCTV system will normally be deployed upon request only within the boundaries of the city of Cambridge. The area has been subject to a detailed survey and forty-three primary locations for deployment have been identified. Deployments outside this area will only be considered after full consultation with the Executive Councillor and Head of Specialist Services.

## **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 cover one or more of the following circumstances:

- deployment is requested or supported by the Police
- will save other costs being incurred from the public purse, e.g. in policing special events
- will provide a basis for evaluating the likely effectiveness of (a) fixed camera(s) in a given location
- will assist in detection and arrest of perpetrators of a spate of particular crime(s)
- is to respond to crime hotspots or transient problems
- is for emergency planning incidents (or exercises)
- is to support special police operations
- is to assist in the detection and prosecution of “environmental crime” e.g. fly-tipping

4.2 All applications for the deployment of RCCTV 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 existing CCTV Codes of Practice.

The council takes the rights of privacy of its citizens very seriously. Therefore RCCTV cameras will only cover public spaces. If they are deployed into residential areas, No Dwell (privacy) Zones will be installed to ensure that cameras cannot see into resident’s houses. These No Dwell Zones will be checked by the manager or his deputy to ensure they have been correctly installed and regular audits of the images being produced will be conducted to ensure there is no breach of the legislation covering peoples rights to privacy.

Applications must also take the following requirements into consideration:

- **Council Officers** planning to request RCCTV camera deployments should first obtain the agreement of their Head of Service. Second, obtain agreement from ward councillors and finally when ever practical consult local residents before the application is submitted
- **Justifiable** - there must be adequate reason to show that the cameras are an appropriate response. This will usually be shown by evidence of repeated complaints of past incidents, or intelligence on future incidents or events;
- **General** - the target of the surveillance must be in a public area or against unknown offenders. If a known individual(s), vehicle or premises is the target this becomes ‘Direct Surveillance’ and the deployment will have to be authorised under the Regulation of Investigatory Powers Act 2000.

- **Reviewable** - 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 four weeks; this may be extended but only in exceptional circumstances.
- **Objective** - there must be specified objectives to be achieved by the camera deployment and the achievement of these objectives should be monitored.

## 5. Applications for Deployment.

5.1 All applications are to be submitted on the Application for Deployment Form (shown at Annex 'A'). A form can be provided on request from the Council's CCTV Manager.

5.2 All application forms should be returned to the Council's CCTV Manager, who must then may if required consult other members of the council.

5.3 The CCTV Manager will normally make the final decision on deployments but may, if it is felt to be appropriate, consult the Executive Councillor or Head of Specialist Services.

5.4 The CCTV Manager will be responsible for assessing and prioritising applications for the deployment of RCCTV cameras. He will use the following points as guidance in reaching his decision:

- The reason for 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 the appropriate authorisation been obtained?
- Is the installation of re-deployable cameras 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?

- Time: Is there sufficient time to meet the request for the deployment of cameras?

5.5 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.

5.6 It is vital the owner/occupier is made aware of the fact that any images obtained from the camera mounted on 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. In the case of R v Johnson the prosecution failed to obtain a successful conviction because the evidence obtained by the cameras was not handled correctly and the police failed to obtain the property owners permission to mount the cameras on his property and warn him that he and his property might be identified in court.

## **6. Feasibility Study**

6.1 Before applications are authorised the CCTV Manager, will be responsible for visiting the location and making a formal feasibility study.

6.2 The study will include a risk assessment, specifically:

- is there a suitable location for the cameras?
- what power sources are available?
- the quality of the local street lighting;
- arcs of observation for the cameras;
- obstructions from trees, buildings, traffic;
- the chances of achieving the stated objectives;
- the risk to staff;
- the risk of damage to or loss of equipment;
- the likely impact of deployment on the community in particular any likelihood of breaches to the Data Protection and Human Rights Acts;
- the role of any external agencies;
- other events planned in the local area;
- signage requirements.

## **7. Absence of the CCTV Manager**

- 7.1 In the absence of the CCTV Manager the Deputy CCTV Manager will be responsible for the administration of the RCCTV equipment will carry out the feasibility study and pass the details onto the Head of Service who will be responsible for approving the deployment of RCCTV cameras.

## **8. Deployment: Other Issues**

- 8.1 The CCTV Manager will provide a written response to all requests for the deployment of RCCTV cameras, whether the application is successful or not.
- 8.2 Cameras are not to be deployed without prior authorisation of the CCTV Manager.
- 8.3 Every deployment of RCCTV cameras which is still ongoing must be reviewed no later than one month from its commencement. The Council's CCTV Manager is responsible for arranging this review and for ensuring the results of the review are recorded on the Deployment Application Form.
- 8.4 If the RCCTV cameras are withdrawn prior to the conclusion of the authorisation period, details of the cancellation of the operation must be entered on the Deployment Application Form by the CCTV Manager.
- 8.5 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 RCCTV camera scheme. All documentation will be retained for one year from the date of the application.

## **9. Operation of Equipment**

- 9.1 The operation of the equipment will only be carried out by the Council's own CCTV Control Room staff who have received training in the RCCTV systems Use from the company supplying the equipment.
- 9.2 The operation of all RCCTV cameras and equipment including the recording, copying, security and issuing of images and evidence will be carried out in strict adherence to the Council's existing CCTV Codes of Practice, Operating Procedures, Guidelines and legislation.

## **10. Equipment**

- 10.1 The equipment referred to in this document comprises re-deployable, high resolution, colour, pan, tilt and zoom CCTV cameras. These RCCTV cameras are capable of sending their images back to the Cambridge City Council's CCTV Control Room via an encrypted radio signal.
- 10.2 When the RCCTV cameras are deployed the images they generate will be sent back to the CCTV Control Room and will be recorded and stored onto

DVR's. The cameras and associated components may be powered by either mains electricity or independent battery.

- 10.3 The technical performance of the system meets accepted standards.
- 10.4 The cameras will be erected on buildings or street furniture or other suitable secure sites, by a dedicated installation team provided by a contract company.
- 10.5 It is intended that the RCCTV cameras should be utilised to the maximum. Therefore the intention is that these cameras should always be in use. However on the rare occasions when the cameras are not be 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 RCCTV system will be set up and run by the CCTV Manager. He will be responsible for all aspects of the security, care, maintenance, fault reporting and monitoring of the maintenance contract.

## **12. Signage**

- 12.1 RCCTV cameras will be mounted within the public view and with clear signage indicating their use within the area.
- 12.2 Signs advising members of the public that CCTV cameras are in use in the area will be of the Council's standard design.
- 12.3 These signs will be mounted in the immediate vicinity of the camera mounting location.
- 12.4 If the signs are mounted on property not belonging to the Council (e.g. telegraph poles), permission must be sought from the owners prior to installation.

## **13. Physical Deployment of Cameras**

- 13.1 Wherever possible, the RCCTV cameras will be mounted on street lamp columns and have mains power provided from the street lamp.
- 13.2 Where RCCTV cameras are mounted on non-Council buildings, written permission of the owner must be obtained prior to deployment.
- 13.3 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.
- 13.4 Deployments into some open areas may need to be authorised by the Council's Head of Parks and Recreation.

13.5 The installation of the RCCTV camera will be carried out by a company contracted by the Council. This company will receive training and accreditation from the company supplying the equipment. The company contracted to erect the cameras will provide the CCTV Manager with a copy of its Health and Safety Policy, Safe Working Practices and Risk Assessment with regard to the installation, removal and replacement of cameras and battery packs.

#### **14. Costs**

14.1 In certain circumstances the cost of the deployment and recovery of the equipment should be covered by the organisation requesting the deployment of the RCCTV cameras.

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. If this is not possible then a fee should be agreed based on one camera running for 24 hours a day, 365 days of the year costing £100 per year to power.

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 organisation requesting the deployment of the cameras.

<b>Last reviewed July 2011</b>
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## Deployment Application Form

To: The CCTV Manager, Cambridge City Council, The Guildhall, Cambridge, CB2 3QJ

Applicant's Name:.....Position.....:

Organisation (Name and Address).....

.....  
.....

Post Code:..... Tele No:.....

Fax No:..... E-mail:.....

I request the deployment of the RCCTV equipment for the period:

Start Date ..... until End date .....  
(not to exceed 4 weeks unless there is a clear justification for longer)

*\*Is this request related to a named individual(s), vehicle or a specific address? 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.  
(\*Delete paragraph if application is not subject to RIPA)*

For the Surveillance of (location/area to be observed):.....

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.....

Evidence of the need for the Deployment:.....

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

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

Signed ..... Print ..... Date.....