
 <p>North East Lincolnshire Council www.nelincs.gov.uk</p>  <p>Balfour Beatty WorkPlace</p> <p>Working in Partnership</p>	Security	Ref: 1012
	Deployment Protocol for BWC's (Appendix H) NOT PROTECTIVELY MARKED	Rev:
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Introduction

North East Lincolnshire Partnership Car Parks Department owns 18 Body Worn cameras, hereinafter referred to as “BWCs”.

This document sets out the policy of the USER / OPERATOR on issues involved in the planning for and actual deployment of BWC's.

All instructions containing the words ‘**MUST**’ or ‘**MUST NOT**’ are mandatory.

The administrator of the BWC scheme is the Manager / recognised authorised person of the relevant department

Equipment

The equipment referred to in this document comprises of a Sony CCD, with 720x480 colour video recording at 30fps with a fully integrated microphone and speakers. The DVR operates H.264 video compression and can be set to record on request via a one key record function.

The technical performance of the system meets all accepted standards.

The cameras can be worn on the body or had using the appropriate cap / pocket clip or head band.

Deployment Principles

The equipment is to be deployed overtly for the purposes of deterring verbal and physical abuse to staff, capturing evidence for prosecuting any verbal or physical assaults and can be used to capture stills and video of vehicles in contravention of the on street parking order.

Deployment Locations

The equipment may be deployed at any location determined by the operating department.

Deployment Authorisations

MUST be in writing and can be made by the following.

- Department operating / managing the site.

Ref no:	Page 1 of 6
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Security

Deployment Protocol for BWC's

Ref No:

- Works coordinator / planner.
- IH&S representative.

MUST be authorised by a senior Department Manager / Director with the appropriate authorisation levels

MUST be operated / issued with the following in mind:

- **Justifiable** – there must be sound and specific evidence to show that the cameras are an appropriate requirement. This will usually be shown by reported complaints of past incidents or intelligence on future incidents.
- **Proportional** – to the seriousness of the problem or operating guidelines to be sufficient to warrant the intrusion of the public right to privacy;
- **Reviewable** – there **MUST** be an identified process of on-going evaluation of the need for the camera's continued use. (may be required for the duration of the works)
- **Objective** – there **MUST** be specific aims to be achieved by the camera deployment.
- **Budget** – BWC's installation, maintenance and running costs have to be considered.

It is expected that deployments will normally cover locations where the inclusion of the cameras has been identified, forms part of the normal operations and the appropriate authorisation have been given.

The senior management team will make the final decision on all deployments.

The requirements of the Regulation of Investigatory Powers Act 2000 (where relevant) will be complied with at all times

Camera Carriers / Users

There is very little legislation covering the use of BWC's however in terms of Security Industry Authority (SIA) guidelines,

- A person carrying / operating the camera but does not view recorded footage does not require an SIA licence.
- A person responsible for downloading, viewing, archiving footage would fall within the CCTV definition as per the Private Security Industry Regulations 2007 and therefor would require a licence.
- Managers / Users must ensure that all equipment is signed out at the start of the shift and signed in at the end of the shift & all relevant paperwork is completed.

Planning

Ref No:

Page 2 of 6

Security

Deployment Protocol for BWC's

Ref No:

When planning the use of the BWC's, the following should be taken into consideration

- The chances of achieving the nominated objective;
- The risk of compromise to vehicles, staff or observation points;
- The risk of damage to or loss of equipment;
- The likely impact of deployment on road users, public perception, staff and any other partners / stakeholders;

Health & Safety

All staff are reminded of their responsibility to maintain awareness of potential health & safety risks.

A risk assessment shall be carried out in the form of the Operational Requirement prior to deployment.

Anyone discovering a risk not currently covered **MUST** report it to the Authorised person as soon as practicable.

Staff wearing the equipment **MUST** be properly and suitably trained.

Staff wearing the cameras **MUST** ensure they are wearing the correct protective equipment prescribed by the standing Health and Safety at Work requirements of the company.

Signage

- a) A credit card size CCTV warning sign **WILL** be visible on ALL car parks uniforms as a first warning to members of the public who come into contact with the officers whilst going about their daily routines.
- b) ALL officers have been advised to also (if they feel it is required) to issue a verbal warning to any one approaching them that CCTV and Audio is being recorded.
- c) As it is obvious who is operating the system there is no requirement to include the information on the sign.

Data Handling

The Car Parks Manager or his / her nominated responsible person is responsible for ensuring the availability of images stored on the Hard Drive.

Provided it does not contain evidence of any incident or no request has been received for access the hard drive will be wiped and re-formatted at the end of each working day

Any images required as evidence from the Hard Drive will be transferred on to the Vigilant secure hard drive housed in the CCTV Control Room. Any images from the

Security

Deployment Protocol for BWC's

Ref No:

BWC system will be stored in a named folder outside of the main CCTV systems data.

All evidence provision will then be managed in line with the NELC COP and operating Instructions.

At the end of a deployment, the Car Parks Supervisor shall ensure that the Hard Drive does not contain footage and that it shall be erased before being placed in the secure storage area ready for the next deployment.

Data Retention

The period of retention should be carefully considered and be relevant to the purpose for which it is being recorded. Whilst the DPA does not stipulate a specific retention period, the period should reflect the company's own purpose for recording the images.

For the purpose of this document, the retention period for images with no specific request or valid reason for further retention should be at the end of each working day.

Storage Method

Once a decision or reason has been established that any specific footage is to be retained for a longer period, the following points **MUST** be adhered to:

The wearer is NOT responsible for the downloading and archiving of images (as per Data Handling)

The Car Parks Supervisor will be responsible for all downloaded images including, secure storage, accurate recording and documentation ensuring adherence to section 7 of the DPA.

All required images to be downloaded to the Vigilant Secure Hard Drive area with password protection at each level

Archive folders to be titled by relevant month to assist retention control and identification.

Archived images to be identified by Unit number, date, time & if available Police log No or reference number i.e. 1-10/12/12-15.10-AC/1000/2012.

Once stored in the Archive area, the images can then be transferred to a DVD disk or mass storage devise as agreed with the requesting body.

Once images have been provided, they should be stored for a maximum of 31 days in the Archive folder and should be deleted as per the DPA guidelines unless a specific written request is received to retain for a longer period.

Security

Deployment Protocol for BWC's

Ref No:

If a request is received the images should be transferred to a separate secure Archive area where they may be required to be stored for up to 6 years.

Equipment Maintenance

Responsibility for the care and maintenance of the equipment shall be the responsibility of the car Parks Manager or his authorised deputy,

Routine maintenance forms a part of the contract with the manufacturer of the equipment and will be carried out as agreed or as and when required. This will remain in place for the duration of the warranty period.

Any maintenance schedule agreed thereafter will be the responsibility of the operating company

The car Parks Manager / Supervisor shall arrange for the BWC units to be made available for any required Maintenance to be carried out.

At the start of each deployment, the car Parks Supervisor will ensure each unit is tested and is fully operational prior to use.

Freedom of Information

The use of BWC's is NOT covered by the FOI act unless they are operated by a Public Authority or publically owned company.

Therefor any requests for personal information collected by the units may still be made using the Subject Access Request procedures under section 7 of the DPA but may be refused under certain circumstances

Recording Time

As most BWC systems record between 4 and 6 hours continuous it is recommended that units be used to capture:

- Specific incidents,
- Risks to Health & Safety
- Pre-determined time spans.
- Specific Threat

Units should **NOT** be used to capture:

- General conversations between members of the public (unless it is relevant to a specific incident) as this can be seen as intrusive and is unlikely to be justified.
- During staff breaks,
- During private conversations between staff.
- Bathrooms, Toilets or Shower rooms etc

Security

Deployment Protocol for BWC's

Ref No:

At the start of any recording the user should where possible also make a verbal announcement to indicate why the recording has been activated.

This should be straight forward speech i.e. I am video recording you, everything is being recorded etc.

This is good practice and ensures all present are aware and understand.

16 Responsibilities

Users, should have received basic instructions on the equipment and legislation surrounding the use of BWC's

The user is then responsible for

- All equipment is checked prior to use to ensure it is working correctly
- That the batteries are charged
- That the time and date is accurate
- That the camera lens is clean and picture quality is suitable
- The camera lens is focused and aimed appropriately to capture images
- They comply with all legislation and guidance
- Record only footage they have a bona-fide reason for.

Managers, System Administrators should include all of the areas above but also:

- Ensuring that the BWC evidence Management Software is maintained and being used correctly
- Will dip –sample entries within the system to ensure all standards are maintained and any abnormalities are reported through the agreed process immediately.
- Ensure **ALL** documentation is correct and conforms with all guidance, policies and procedures as agreed.

17 Review of Procedure

This document should be reviewed annually commencing one year from the date of implementation. Any review will take into account, changes in legislation and working practices.

The review will be carried by (Authorised / Responsible Person)