

 <p>North East Lincolnshire Council www.nelincs.gov.uk</p>  <p>Balfour Beatty WorkPlace</p> <p>Working in Partnership</p>	Security	Ref: Apendix G
	Deployment Protocol for RDCs	Rev:
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		Approver:
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1 Introduction

North East Lincolnshire Council CCTV Department owns 15 Rapid Deployment Cameras hereinafter referred to as “RDCs”

- This document sets out the policy of the Council on issues involved in the planning for and actual deployment of RDCs. It has been authorised by the Council and agreed and In addition where necessary, with Humberside Police.
- All instructions containing the words ‘**MUST**’ or ‘**MUST NOT**’ are mandatory.
- The administrator of the RDC scheme is the CCTV Manager hereinafter referred to as “CM”

2 Equipment

- The equipment referred to in this document comprises several styles of self-contained, high resolution video cameras. They may be deployed almost anywhere, as their pictures are stored on site and can be accessed by Public Broadband/3G modem and Wi-Fi via an RDC receiver. All components are powered by mains electricity from a nearby supply.
- The technical performance of the system meets all accepted standards.
- The cameras are primarily erected on street lighting columns by the contracted installation team.

3 Deployment Principles

- The equipment is to be deployed overtly for the purposes of crime and disorder reduction or detection and the other stated objectives of the Public Open Space CCTV system.

4 Deployment Locations

- The equipment may be deployed at any location within the geographical area of the Borough providing a suitable power source and safe mounting position can be found.

5 Deployment Nominations

- **MUST** be in writing and endorsed by the ASB CCTV Deployment Group nominated person.
- **MUST** be created with the following in mind:

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- **Justifiable** – there must be sound and specific evidence to show that the cameras are an appropriate response. This will usually be shown by reported complaints of past incidents or intelligence on future incidents.
 - **General** – the target of the surveillance must be the general public or unknown offenders
 - **Proportional** – to the seriousness of the problem must 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. (RDC's are generally deployed in three monthly periods)
 - **Objective** – there **MUST** be specific aims to be achieved by the camera deployment.
 - **Funding** – RDC installation and maintenance and running costs have to be considered.
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- c) It is expected that deployments will normally cover locations suffering from high volume crime, disorder or anti-social behaviour. On occasions they may be deployed in response to a specific threat. (Surveillance following a clean-up on a graffiti hot spot.)
 - d) The CCTV Deployment Group will make the final decision on all deployments.
 - e) The requirements of the Regulation of Investigatory Powers Act 2000 (where relevant) will be complied with at all times

6 Planning

- The CCTV Deployment Group nominated person is responsible for assessment of nominations.
- Nominations agreed by the nominated person will be subject to a visit to the location and a formal feasibility study carried out, this will be in conjunction with the agreed installation engineers.
- The study will include a risk assessment, specifically addressing:
 - 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 the community;
 - The suitability of the column to which it is being mounted
- The study will nominate the location for fixing signs (see para 9)

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- Upon completion of the Operational Requirement and the acceptance by the requisitioner, a notice will be sent to the following to ensure continuity across the council and partnership agencies.
 - Intelligence Officer for the Police.
 - NPT Inspector requesting to be kept informed.
 - CCTV Control Room.
 - Safer Communities Partnership

7 Authority

- RDCs **WILL NOT** be deployed without prior authority of the CCTV Deployment Group
- If no adverse comments are received then this shall be deemed as agreement to the proposed installation.

8 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 installation and by the nominated installation engineers upon arrival at the installation site.
- Anyone discovering a risk not currently covered **MUST** report it to the ASB NP as soon as practicable.
- Staff installing RDC **MUST** use appropriate lifting techniques and appropriate equipment.
- Staff installing RDC brackets **MUST** ensure they are wearing the correct protective equipment prescribed by the standing Health and Safety at Work requirements of their own company and the Borough.

9 Signage

- CCTV warning signs shall be mounted within the immediate vicinity of the camera installation location.
- There is no prescribed distance from signs to cameras, although in most cases, this will be the same Lamp Column.
- There is no prescribed number of signs, however, one is the usual.

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- The signs **MUST** be of the approved design
- Signs **MUST** be placed below the camera at a readable height by the nominated contractor at the time of install
- The signs **MUST** be removed by the contractor at the same time as the camera is taken down

10 Deployments

- All RDC installations will adhere to the Safer Communities Protocol for RDC Deployment, **Appendix A**
- Physical installation of the equipment **MUST** be carried out by the Council's authorised installation engineers. These installations must be booked via their office giving as much warning as possible but normal installation is within one week.
- The physical deployment of the equipment **MUST** adhere strictly to the Operational Requirement
- The cameras should be deployed as far as is reasonably practical so as not to create unnecessary intrusion into a person's home.

11 Data Handling

- The CCTV Manager is responsible for ensuring the availability of images stored on the Hard Drive.
- Provided it does not contain evidence that has been requested the hard drive will normally be reused after 31 days or however long deemed appropriate.
- Any images required as evidence from the Hard Drive can be transferred on to the RDC Receiving Station and burnt on to a DVD, or transferred to another mass storage device for release as evidence to the police or other authorised body in agreement with the Council Data Compliance Officer.
- Where a camera is being redeployed from one location to another, the hard drive will remain in a loop recording ensuring that any data is retained for the period of the retention time.
- At the end of a deployment, where the camera is being returned to a secure storage area, The CCTV Manager shall ensure that the Hard Drive does not contain evidential material and that it shall be erased before being placed in the storage area ready for the next deployment.

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- Where a camera is removed for repair / maintenance the CCTV Manager shall ensure that the Hard Drive does not contain evidential material and that it shall be erased before being removed from site or sent away for any work to be carried out.

12 Equipment Maintenance

- Responsibility for the care and maintenance of the equipment shall be the responsibility of the CCTV Manager or his 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 via a 3G remote access connection. This will remain in place for the duration of the warranty period after which, a full costing to provide a comprehensive maintenance package will be arranged and submitted to N.E.L.C..
- Any maintenance schedule agreed thereafter will be the responsibility of N.E.L.C.
- The CCTV Manager shall arrange for the RDC units to be made available at the ground level for any required Maintenance to be carried out.
- The CCTV Manager shall arrange for access to the base station locations and control room to enable maintenance to be carried out by the Maintenance Contractor.
- At the start of each deployment, the CCTV Manager will ensure a remote link is in place to test each unit before commission.

13 Deployment Procedures

- Access to view data by the Police will only be for the following purposes unless specifically approved by the Chief Executive.
- Regular/daily requests for a review of recordings to trace incidents that have been reported.
- Immediate action relative to live incidents, e.g. Immediate pursuit or Major incidents that occur Confirmation of Data held by RDC's may be requested by other internal agencies / partners such as Safer Communities, Neighbourhood Wardens.
- **ALL** requests should be made via the CCTV Review Request Form (**Appendix F**), this being in line with the N.E.L.C. CCTV Code of Practice. All parts must be completed giving as much information as possible and authorised by the relevant department authorised person / Manager. The review will then be carried out by the duty officer within five working days. Confirmation will be via return fax in the form of a yes or no answer.

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- NO Data or any other information will be released at that point. Any further action will follow the set processes as per as per 21.0 of the N.E.L.C. CCTV Code of Practice
- Requests by other bodies, with statutory enforcement powers, to access data will only be granted if an adequate justification with regard to reason and duration is demonstrated at the time of request. All such requests must be approved by the Chief Executive.

14 Release of Information in response to Data Subject Access Requests

- It is important that access to, and disclosure of the images recorded by the RDC CCTV surveillance system is restricted and carefully controlled, not only to ensure that the rights of the individual are preserved, but also to ensure that the continuity of evidence remains intact should images be required for evidential purposes. This deployment Protocol conforms to the Second and Seventh Data Protection Principles and so copies of images may only be released for reasons which are compatible with the purposes of CCTV system.
- The right to access material by data subjects is provided in Section 7 of the Data Protection Act, 1998. Any person therefore wishing to access personal data that may be recorded will be provided with a standard subject access request form and explanatory leaflet (**Appendix E**). The form will request sufficient information to allow a search to be made. Such information will include the time, date and place and in addition a recent photograph must also be supplied by the individual making the request in order for the correct images to be located. The maximum search fee allowed under the Act will be required for each search requested.