



# Bournemouth, Christchurch & Poole Council (BCP) Re-Deployable (Mobile) CCTV Cameras Deployment Guidelines

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**April 2019**

**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 BCP Council's Re-Deployable (mobile) CCTV cameras (RCCTV).
- 1.2 These guidelines should be read in conjunction with the BCP Council's CCTV Code of Practice.

**2. Aims and Objectives**

- 2.2 It is important that all those who are likely to be affected by the deployment of the 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 BCP Council's RCCTV system are:

- 1. Assist in the detection of crime by providing evidence in criminal proceedings.
- 2. Deter crime, improve public safety and enhance the general public's perception of safety.
- 3. Assist in the prevention and reduction of public disorder and anti-social behaviour.
- 4. Assist the tracking and apprehension of persons who are suspected of having committed a criminal offence.
- 5. Assist in identifying witnesses.
- 6. Promote the objectives of Dorset Police and the Safer and Stronger Communities Partnership with regard to the "Make Dorset Safer" campaign.
- 7. To assist in the overall town centre management of Bournemouth, Christchurch and Poole.
- 8. To assist the Council in its enforcement, regulatory functions and traffic management within Bournemouth, Christchurch and Poole.

**3. Area of Deployment**

- 3.1 The RCCTV system will normally be deployed upon request only within the boundaries of BCP Council. The area will be subject to a detailed survey prior to deployment. Deployments outside this area will only be considered after full consultation with the Community Safety Partnership.

**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
- Deployment will save other costs being incurred from the public purse, e.g. in policing, security or council staff costs.
- 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, anti social behaviour or transient problems
- Is for emergency planning incidents and public safety
- 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 GDPR/Data Protection Act 2018, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 and existing CCTV Codes of Practice. Applications must also take the following requirements into consideration:

- **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) is the target this becomes ‘Direct Surveillance’ and the deployment will additionally 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 up to 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.
- 5.3 The CCTV Manager will make the final decision on Deployments.
- 5.4 The CCTV Manager will be responsible for assessing and prioritising applications for the deployment of RCCTV cameras. The Manager will use the following points as guidance in reaching their 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 deployment of the RCCTV 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 ones should 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 and they give their written consent.

5.6 It is vital that 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 The CCTV Manager will be responsible for visiting the location and making a formal feasibility study along with a Data Protection Impact Assessment (sample of the Feasibility Study Form is at Annex 'B').

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 Community Safety Manager will assume responsibility for the administration of the RCCTV equipment and will carry out any feasibility studies

## **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 or in his absence the Community Safety Manager.
- 8.3 Every deployment of the RCCTV cameras which is still ongoing must be reviewed no later than one month from its commencement by the Council's CCTV Manager.
- 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 Council's CCTV Manager.
- 8.5 The Council's 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 scheme. All documentation will be retained for two years from the date of the application. An entry will be made on the CCTV Synergy reporting system.
- 8.6 The Council's CCTV Manager will arrange for the deployment of the RCCTV cameras with the respective maintenance contractor for the area.

## **9. Operation of Equipment**

- 9.1 The operation of the equipment will only be carried out by the Council's CCTV Control Room staff who have received training in the equipment's 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 discs 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 mobile, high resolution, colour, pan, tilt and zoom CCTV cameras mounted in a protective dome. These RCCTV cameras are capable of sending their images back to the Council's CCTV Control Room via an encrypted radio signal.
- 10.2 When the RCCTV cameras are deployed the images they observe will be sent back to the CCTV Control Room and will be recorded and stored onto hard drives. 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 being 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 has been set up and is run by the Council's CCTV Manager. He will be responsible for all aspects of the security, care, maintenance, fault reporting and monitoring of the maintenance contract.

## **12. Signage and consultation**

- 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.
- 12.5 Letters will be distributed to all residents in the area where a request for a camera has been made. This will be done prior to any deployment and will cover the reasons for deployment and the contact details of the CCTV manager. This will enable residents to contact the CCTV manager prior to any

deployment should they have any concerns over the use or reason for using CCTV.

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

- 13.1 Wherever possible, the RCCTV cameras will be mounted on street lamps 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 (see Feasibility Study Form, Annex 'B').
- 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 and Safe Working Practices with regard to the installation, removal and replacement of cameras and battery packs.

### **14. Costs**

- 14.1 The cost of the deployment and recovery of the equipment, and the electrical connection if required 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.
- 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.

Annex 'A' to RCCTV Camera

Deployment Guidelines dated April 2019.

Deployment Application Form Ref no .....

To: The CCTV Manager, Bournemouth, Christchurch and Poole Council (BCP)

Applicant

Name:.....Position:.....

Organisation:

(Name and Address).....

.....

.....

Postcode:..... TeleNo:.....

FaxNo:..... email:.....

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

Start Date.....until end date.....

(Not to exceed 4 weeks unless there is a clear justification for longer)

*\*For Enforcement Agencies Only. Is this request related to a named individual(s) 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:

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Signed.....Print.....

Date.....



Annex 'B' to RCCTV Ref No .....

Deployment Guidelines, April 2019.

FEASIBILITY STUDY FORM

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

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

Camera Mounting

Lamp Post No	Building	Other (Specify)
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Location

Quiet Side Road	Busy Side Road	Busy Main Road	Open Area
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Hazards

Soft Ground/ verges	Uneven Ground	Overhead Cables	Other
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Local Lighting

Type	Level
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Transmission

Wireless	3G
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Electrical Connection required

Yes	No
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Likelihood of harassment or threats whilst installing?

R v Johnson Visit Required? Yes/ No Date carried out.....

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

Address .....

.....

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 RCCTV camera to be mounted on my property.

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

CCTV Mangers Signature..... Date.....