

Re-Deployable and Mobile CCTV 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 borough's Re-Deployable (RCCTV) and Mobile (vehicle mounted) CCTV cameras (MCCTV).

1.2 These guidelines should be read in conjunction with London Borough of Hackney's CCTV Code of Practice and Operational Manuals.

2. Equipment

2.1 The MCCTV equipment referred to in this document comprises mobile, high resolution, colour, pan, tilt and zoom CCTV cameras capable of sending their images back to a remote location via an encrypted radio signal, and recorded locally.

2.2 MCCTV is a CCTV system mounted on either covert or overt vehicles.

2.3 The RCCTV equipment comprises mobile, high resolution colour, pan, tilt and zoom CCTV cameras capable of sending encrypted images and recording them at Hackney's CCTV Centre in Stoke Newington.

3. Aims and Objectives

3.1 It is important that all those likely to be affected by the deployment of the London Borough of Hackney's mobile 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 the system are:

- to protect areas and premises used by the public;
- to deter and detect crime;
- to assist in the identification of offenders leading to their arrest and successful prosecution;

- to reduce anti-social behaviour;
- to reduce the fear of crime;
- to encourage better use of the town centre, car parks and other public spaces;

4. Area of Deployment

4.1 The RCCTV and MCCTV system will normally be deployed upon request only within the boundaries of the London Borough of Hackney. Deployments outside this area will only be considered after full consultation with the CCTV Service Manager.

5. Criteria for Deployment

5.1 The request for deployment must be compatible with the Aims and Objectives 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 event
- will assist in detection and arrest of perpetrators of a spate of particular crime(s)
- to respond to crime hotspots or transient problems
- for emergency planning incidents (or exercises)
- to support special police operations
- to assist in anti social behaviour issues
- any other issues will also be considered.

5.2 All applications for the deployment of mobile 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 Hackney existing CCTV Codes of Practice. Applications must also take the following requirements into consideration:

- Proportionate – there must be adequate reason to show that the cameras are a proportionate response to the request.
- Reasonable - 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 pre-planned events;
- Lawful – If the surveillance is directed and covert 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.
- Objective - there must be specified objectives to be achieved by the camera deployment and the achievement of these objectives should be measured.

6. Applications for Deployment

6.1 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 Service or obtained from the council's website (www.hackney.gov.uk)

6.2 All application forms should be returned to the Council's CCTV Service Manager or their deputy.

6.3 The CCTV Service Manager will be responsible for assessing and prioritising applications for the deployment of CCTV cameras. The CCTV Service Manager will use the following points as guidance in reaching a 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 CCTV scheme reasonable and proportionate?
- Is the deployment likely to achieve its objectives?
- 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?

7. Feasibility Study

7.1 Upon an authorised application the location may be visited and a radio survey executed.

7.2 The study will include a risk assessment, specifically:

- is there a suitable location for the camera(s) or vehicle?
- what power sources are available?
- the quality of the local street lighting;
- arcs of observation for the camera(s);
- obstruction 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/or Human Rights Acts;
- the role of any external agencies;
- other events planned in the local area;

8. Deployment: Other Issues

8.1 The CCTV Service Manager or their deputy will provide a response to all requests for the deployment of RCCTV cameras, whether the application is successful or not.

8.2 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 Service.

8.3 The Council's CCTV Service 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.

8.4 The Council's CCTV Service Manager or their deputy will arrange for the deployment of the RCCTV cameras once the deployment has been authorised.

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. The point-to-point stand alone system and is to be operated by warranted Police Officers.

9.2 The operation of all CCTV cameras and equipment including the recording, copying, security and issuing of media/evidence will be carried out in strict adherence to the Council's existing CCTV Codes of Practice, Operating Procedures, Guidelines and legislation. For more information refer to the Home Office website - <http://www.homeoffice.gov.uk/>

10. Equipment Maintenance

10.1 A maintenance contract for all of the equipment relating to the RCCTV and MCCTV system has been set up and is run by the Council's CCTV Service who are responsible for all aspects of the security, care, maintenance, fault reporting and monitoring of the maintenance contract.

11. Signage

11.1 If used without a RIPA authority, the CCTV camera will be within the public view and with clear signage indicating its use within the area.

12. Physical Deployment of Cameras

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

12.2 The installation of the RCCTV camera will be carried out by a company contracted by the Council to do so under the terms of the current contract.

12.3 Deployment of the MCCTV system will require two CCTV Operators or One CCTV Operator plus one of the following:
a Council Officer, Street Warden, PCSO or a PC

13. Costs

13.1 In all circumstances the cost of deployment and recovery of the equipment should be covered by the organisation requesting the deployment of the CCTV cameras. The costs are detailed on the application form in Annex A.

Deployment Application Form

Please tick the relevant box:	
Redeployable CCTV (RCCTV)	
Mobile CCTV (MCCTV)	

To: The CCTV Service, LBH CCTV & EP Service, 184 Stoke Newington Church Street, Stoke Newington, London, N16 0JR.

Please use block capitals in black ink

Applicant's name:..... Position name:.....

Organisation (Name and address):.....

.....

Post code:..... Telephone No:.....

Mobile No:.....

Fax No:..... Email:.....

I request the deployment of the covert/overt* surveillance assets for the period:
Start Date until End date (if known)

Target:.....

To include photos of the proposed camera site and target or alternatively a map showing both locations.

*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)

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

.....

.....

.....

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

Signed Name(print)

Date.....

Do you have funding available for this deployment?.....

(RCCTV: £500, MCCTV: £100 mobilisation, £20 per hour for a single crewed CCTV Operator (A Council Officer, Street Warden, PCSO or PC escort is also essential) or £35 per hour for a double crewed CCTV Operator.)

Cost code/PO number.....

Costs borne by CCTV Service.....

Deployment refused Yes/No Reason (To be completed by CCTV Service)
.....
.....
.....

Assets deployed (To be completed by CCTV Service)
.....
.....
Signature:.....Name(print):.....
Date:.....

Review of Deployment

Date of Review:.....Reason for Review.....
.....
Results of Review:.....
.....
Requestor Signature:.....Name(print):.....
Date:.....
CCTV Service Signature:.....Name(print):.....
Date:.....

Withdrawal of Equipment

Reason for Withdrawal of
Equipment:.....
.....
.....
Requestor Signature:..... Name:.....
Date:.....
CCTV Service Signature:.....Name(print):.....
Date:.....

Feasibility Study Form

To be completed by the CCTV Service.

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

Location.....
.....

Camera Mounting (Please tick)

Lamp post	<input type="checkbox"/>	Building	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Is power available?.....

Where will the power be taken from?.....

Hazards (Please tick)

Overhead cables	<input type="checkbox"/>	Soft/uneven ground	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Details.....
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Are there any obstructions i.e. from trees or buildings?.....

Is there ample local lighting?.....