

Human Resources

I Staffing of the CCTV control room

- a) The CCTV control room will be staffed in accordance with the procedural manual. Equipment associated with the CCTV System will only be operated by authorised personnel who will have been properly trained in its use and all control room room procedures. All personnel will be in possession of the security industry authority CCTV public space surveillance licence. A copy of both the code of practice and the procedural manual will remain in the CCTV control room at all times. The CCTV Operators will be fully conversant with the contents of both documents, which will be updated from time to time, and which he or she will be expected to comply with as far as is reasonably practicable at all times.
- b) Arrangement may be made for a police liaison officer to be present in the control room at certain times, or indeed at all times, subject to locally agreed protocols. Any such person must also be conversant with the code of practice and procedural manual.

II Disciplinary Procedure

- a) Every individual with any responsibility under the terms of this code of practice and who has any involvement with the CCTV System to which they refer, will be subject to Hart District Council's disciplinary procedure. Any breach of this code of practice or of any aspect of confidentiality will be dealt with in accordance with those disciplinary rules.
- b) The system manager will accept primary responsibility for ensuring there is no breach of security and that the code of practice is complied with. He / She will have day to day responsibility for the management of the room and for enforcing the disciplinary procedure. Non-compliance with this code of practice by any person will be considered a severe breach of the disciplinary procedure and dealt with accordingly including, if appropriate, the instigation of criminal proceedings.

III Declaration of Confidentiality

Every individual with any responsibility under the terms of this code of practice and who has any involvement with the CCTV System to which they refer, will be required to sign a declaration of confidentiality. (See example at appendix E, see also Section 8 concerning access to the control room by others).