

Control and Operation of Cameras

I Guiding Principles

- a) Any person operating the cameras will act with utmost probity at all times.
- b) Every use made of the cameras will be in accordance with the purposes and key objectives of the system and shall be in compliance with this code of practice.
- c) Cameras will not be used to look into private residential property.
- d) Camera operators will be mindful of exercising prejudices which may lead to complaints of the system being used for purposes other than those for which it is intended. The operators may be required to justify their interest in, or recording of, any particular individual, group of individuals or property at any time by virtue of the audit of the system or by the system manager.

II Primary Control

Only those authorised members of staff with responsibility for using the CCTV equipment will have access to the operation of the system.

III Operation of the System by the Police

- a) Under extreme circumstances the police may make a request to assume control of the CCTV System to which this code of practice applies. Only requests made on the written authority of a police officer not below the rank of superintendent will be considered. Any such request will only be accommodated on the personal written authority of the most senior representative of the system owners, (*or designated deputy of equal standing*).
- b) In the event of such a request being permitted, the control room will continue to be staffed, and equipment operated by, only those personnel who are authorised to do so and who fall within the terms of sections six and seven of this code.

- c) In very extreme circumstances a request may be made for the police to take total control of the system in its entirety, including the staffing of the control room and personal control of all associated equipment; to the exclusion of all representatives of the system owners. Any such request will only be considered personally by the most senior officer of the system owners (or designated deputy of equal standing). A request for total exclusive control must be made in writing by a police officer not below the rank of assistant chief constable or deputy commissioner.

IV 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).

V R.I.P.A Act 2000

See Appendix G with reference to The Regulation of Investigatory Powers Act 2000.