CCTV PROJECT ENGAGEMENT GUIDANCE

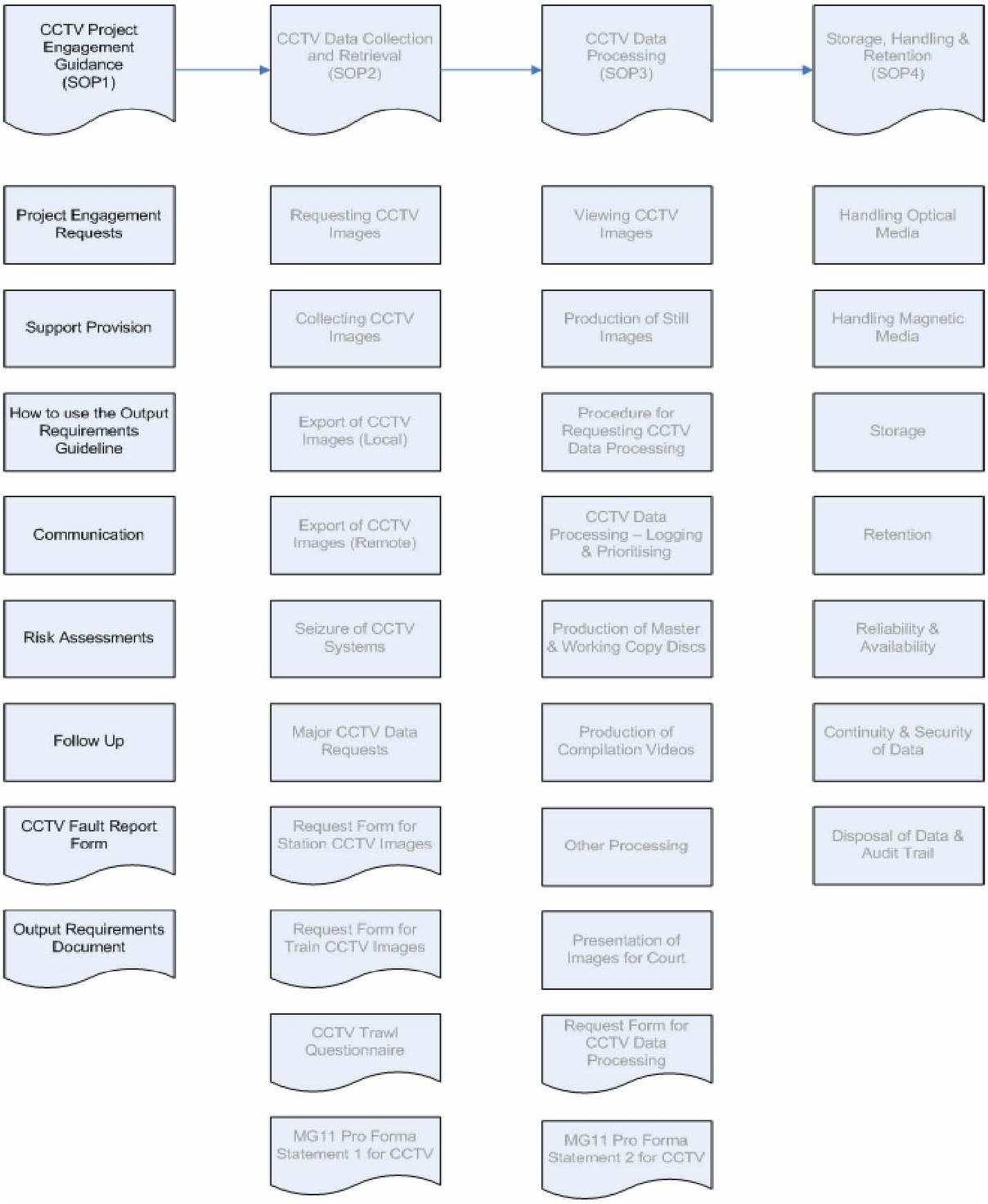
STANDARD OPERATING PROCEDURE (SOP)

STANDARD OPERATING PROCEDURE	
REFERENCE.	SOP/181/09
PROTECTIVE MARKING	RESTRICTED
PORTFOLIO	Crime
OWNER	National CCTV Manager
START DATE	15th June 2009
REVIEW DATE	15th December 2009

THIS POLICY REPLACES:

VERSION	DATE	REASON FOR AMENDMENT	AMENDED BY
3.0	29/05/09	N/A	Mark Leahy

CCTV Standard Operating Procedures – Road Map



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1 INTRODUCTION

1.1 This SOP is part of a series of corporate controls for Closed Circuit Television (CCTV) from cradle to grave, to introduce a more forensic discipline around the handling and processing of CCTV product. British Transport Police (BTP) operates in a CCTV rich environment, which if correctly exploited and managed, can have a direct positive impact on crime reduction and detection.

1.2 New (or upgraded) CCTV installations should be designed to meet both operational and evidential requirements. Early engagement between Industry CCTV project teams and BTP Crime Reduction Officers will help new systems meet the police requirements set out in Appendix A. Such consultation will help to ensure that images of sufficient quality are produced to meet policing needs.

1.3 This procedure enforces and is subject to the conditions of Policy/032/06

1.4 This procedure applies to England, Wales and Scotland.

1.5 This procedure applies to all BTP officers and staff.

1.6 It is important to remember that any items seized by Police will generally fall within three basic categories: Evidential, Intelligence, Management Information.

- Evidential – Any tape / disc / media storage device which contains evidence which may be placed before a court or other judicial tribunal.

- Intelligence – Any tape / disc / media storage device which is of intelligence use only (although judgement will be required in certain cases where such material could become evidential after a period of time).

- Management Information – Generally in cases of the police this will apply to storage media used within police station environment (custody etc).

2 KNOWLEDGE

2.1 Terms and Definitions

CCTV	Closed Circuit Television
CJS	Criminal Justice System
CPTED	Crime Prevention through Environmental Design
CRO	Crime Reduction Officer
HOSDB	Home Office Scientific Development Branch
TOC	Train Operating Company

2.2 Responsibilities

2.2.1 The SOP is aimed at frontline staff, Crime Reduction Officers (CROs) and any staff/officers involved in projects or giving advice to Rail Companies in relation to CCTV.

2.2.2 The importance of giving correct advice and using the "BTP Output Requirements from CCTV Systems on Stations, Car Parks and Trains" (see Appendix 'A') cannot be underestimated.

The Role of the Area Crime Reduction Officer

- BTP Crime Reduction Officers can assist in the production of an operational requirement and give local advice at an early stage. This is to help stakeholders to meet policing needs, potentially reduce costs, and enhance public perception of safety.

- To provide railway businesses, Police Officers and staff with specialist and up to date information and knowledge using the "BTP Output Requirements from CCTV Systems on Stations, Car Parks and Trains".

- To identify the shortfalls with meeting the output requirements, impact assess shortfalls and formulate recommendations to minimise those risks.

- To liaise with technical specialists and attend relevant forums within the security industry to maintain up to date knowledge of products.

- Introducing preventative strategies at the planning/design stages of new buildings and refurbishments, making use of appropriate Crime Prevention through Environmental Design (CPTED) principles and current best practice using the output requirements guideline.

- To collate and identify to the industry faults or poor quality CCTV cameras highlighted by BTP staff. A CCTV Fault Report Form can be found in Appendix B of this document. These CCTV Fault Report Forms should be collated on a central area spreadsheet which can be obtained from the Force CCTV Management Team.

The Role of Area Crime Reduction Officer Supervisors / DCIs

- The Area Detective Chief Inspector and his/her appointed representative is responsible to ensure that the procedures set out below are complied with.

- To notify Force CCTV Management of Area and local industry CCTV projects and issues.

The Role of CCTV Staff and Front Line Officers

- Feedback to CROs any issues regarding CCTV systems at rail stations such as faulty equipment or poorly sited cameras. A fault reporting form can be found in Appendix B of this document.

The Role of Force CCTV Management

- Oversee and review all area CCTV projects to ensure a corporate approach is being adhered to at Area level with regard to BTP output requirements.

- Ensure issues raised by Crime Reduction Officers are correctly audited and risk assessed.

- Lead on national CCTV projects working with Area representatives where required to ensure the delivery of BTP's output requirements.

- Review CCTV policy and procedures to ensure a corporate strategic approach is being taken by BTP on all aspects of CCTV.

The Role of Force CCTV Data Administrator

- To record all CCTV project details on the central CCTV Project Register and maintain the register ensuring Force CCTV Management is kept advised of all CCTV projects.

2.3 Equal Opportunities Statement

2.3.1 All employees have a responsibility to ensure that no discrimination occurs on the grounds of age, colour, disability, ethnic origin, family commitments, gender, gender dysphoria, marital status – marriage or civil partnership, nationality, national origins, political beliefs, race, religion or belief, sexual orientation, trade union activity or any other unacceptable grounds.

3 PROCEDURES

3.1 Introduction

3.1.1 This SOP is part of a series of corporate controls for CCTV from cradle to grave, to introduce a more forensic discipline around the handling and processing of CCTV product. A lack of corporate control jeopardises the validity and integrity of CCTV data, and adherence to this SOP will protect the integrity of CCTV data.

3.1.2 Sections 3.2 – 3.7 sets out the procedures for advising the Rail Industry in relation to meeting police requirements from CCTV systems. In particular it sets out how the "BTP Output Requirements from CCTV Systems on Stations, Car Parks and Trains" should be used.

3.1.3 This document incorporates recommendations from Home Office Scientific Development Branch (HOSDB).

3.2 Requests

3.2.1 Upon receiving a request for advice regarding CCTV from a rail company Crime Reduction Officers should:

- Ask for formal written (or email) request and start a communications log for the project.
- Respond within 48 hours, (where possible), with a copy of the Output Requirements guidelines.
- Inform the CCTV Data Administrator of the formal request with details of the project. This is not required if giving general advice outside of any project.

3.2.2 Officers or staff receiving requests without expertise in CCTV or Crime Reduction should refer the request to Force CCTV Management for further guidance.

3.2.3 Force CCTV Management should ensure that both the local CRO and the relevant BTP seconded TOC Officer are made aware of any CCTV projects being undertaken in their area.

3.3 Support Provision

3.3.1 Whilst every attempt should be made to offer advice which will ensure the integrity of CCTV data and standardisation across the Industry. No BTP personnel should become involved in negotiations, nor comment upon the suitability of contractors, nor forward price quotations.

3.3.2 No attempts to influence the awarding of contracts will be made in any way.

3.4 How to Use the Output Requirement Guidelines

3.4.1 Once a copy of the Output Requirement Guidelines has been sent, an initial meeting should be set up to discuss any shortfalls or potential issues the rail company has with meeting the guidelines. Any matters identified at these meetings should be communicated to the relevant member of the Force CCTV Management team.

3.4.2 The BTP representative should arrange this initial meeting within 14 days of the initial contact.

3.4.3 This process should be owned and facilitated by BTP.

3.4.4 If the Area CRO requires support in this process they should refer the matter to Force CCTV Management.

3.5 Communication

3.5.1 Communication with the Industry should be formal and a local audit trail should be kept.

3.5.2 Once project details have been confirmed by the rail company these should be logged with the CCTV Data Administrator.

3.5.3 The CCTV Data Administrator should be kept informed of progress by email.

3.6 Review Meeting

3.6.1 Once an Industry project has been completed, a review meeting should be arranged by the Area CRO with the relevant company to determine whether or not the output requirements have been met. If the requirements have been met, the Central CCTV Project Register should be updated to indicate that the project has been closed and the deliverables have been met. If this is not the case then refer the matter back to the relevant member of the Force CCTV Management Team.

4 MONITORING AND COMPLIANCE

4.1 This SOP will be monitored for compliance by the National CCTV Manager by use of the Central CCTV Project Register and regular communication with BTP representatives.

4.2 Failure to comply with this SOP could result in non-standard products being used by the Industry, with subsequent impact across the Policing and Criminal Justice Sector.

5 APPENDICES

5.1 Appendix 'A' BTP Output Requirements from CCTV Systems on Stations, Car Parks and Trains.

5.2 Appendix 'B' CCTV Fault Report Form.