



# CCTV DATA PROCESSING

## STANDARD OPERATING PROCEDURE (SOP)

### STANDARD OPERATING PROCEDURE

**REFERENCE.** SOP /183/09

**PROTECTIVE MARKING** RESTRICTED

**PORTFOLIO** Crime

**OWNER** National CCTV Manager

**START DATE** 15<sup>th</sup> June 2009

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#### THIS POLICY REPLACES:

**VERSION**

2.0

**DATE**

29/05/09

**REASON FOR AMENDMENT**

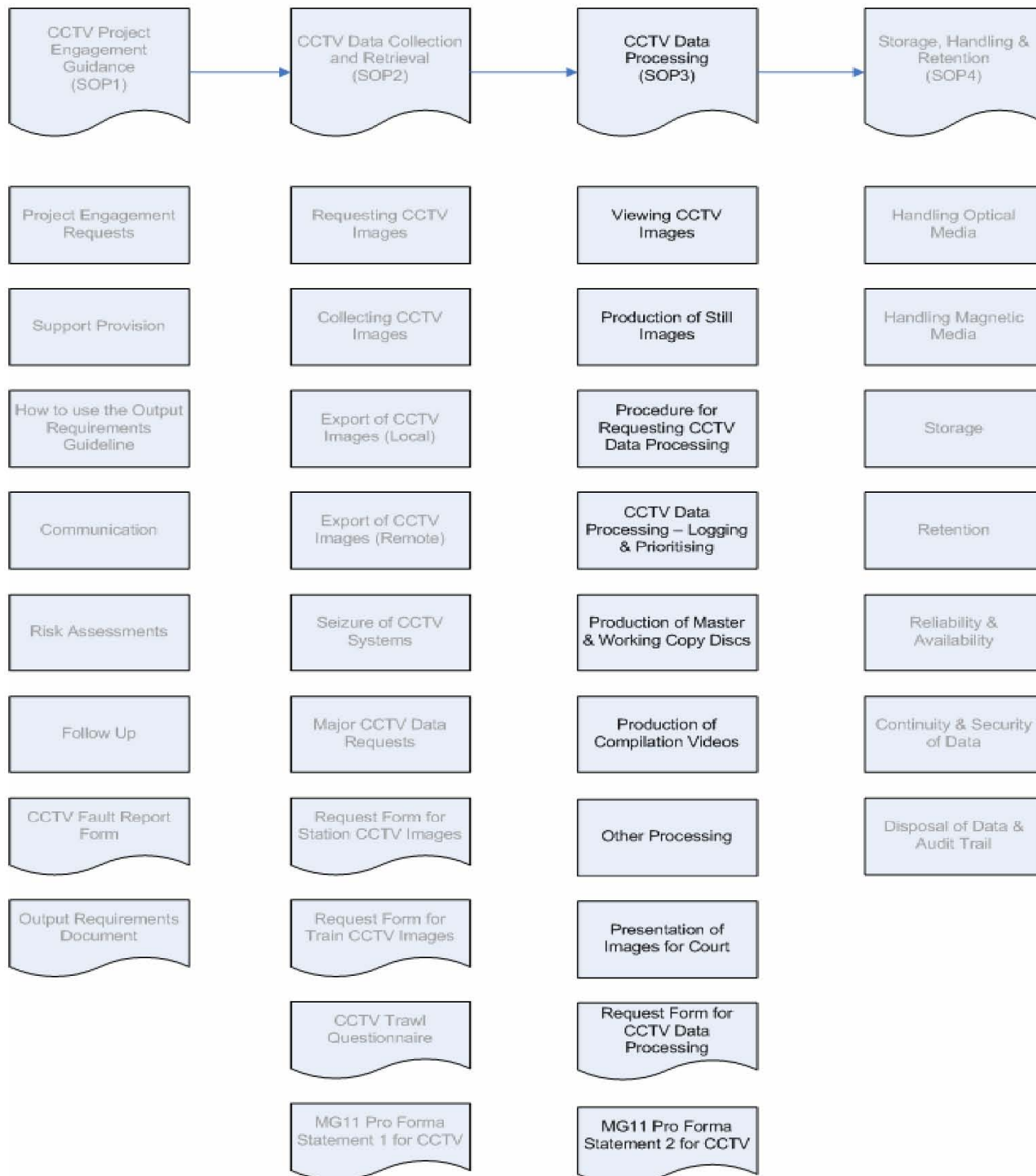
N/A

**AMENDED BY**

Mark Leahy



### CCTV Standard Operating Procedures – Road Map



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## **CCTV Data Processing Standard Operating Procedure (SOP)**

### **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.
- 1.2 This procedure enforces and is subject to the conditions of policies [SOP/181/09](#), [SOP/182/09](#) and [SOP/184/09](#).
- 1.3 The increased use of CCTV images within the force has necessitated the production of this SOP in order that the retrieval and subsequent use of CCTV images is carried out in a professional manner.
- 1.4 This procedure applies to England, Wales and Scotland.
- 1.5 This procedure applies to all British Transport Police (BTP) officers and staff.

### **2 KNOWLEDGE**

#### **2.1 Terms and Definitions**

CCTV	Closed Circuit Television
CPS	Crown Prosecution Service



## **2.2 Responsibilities**

- 2.2.1 The SOP is aimed at personnel involved in viewing and processing CCTV data and will ensure a consistent approach across all Areas. A lack of forensic control jeopardises the validity and integrity of CCTV data, and adherence to this SOP will protect the integrity of CCTV data.
- 2.2.2 CCTV is a valuable investigation tool and should be used whenever it is available. Images can be used to help identify suspects, show the actions of someone at a scene, or point towards areas where an individual's DNA may be recovered.
- 2.2.3 CCTV Data Processing is defined as the viewing of the CCTV images for front line staff and the production, editing and enhancement of both still and moving images for CCTV staff. Front line staff may occasionally be required to produce still images for interviews and other operational reasons. However any still images for court should only be created by accredited CCTV staff.

### The Role of the Frontline Staff

- Front line staff are responsible for requesting, collecting and viewing CCTV images from the scene of any incident. Requesting and collecting CCTV images for viewing is covered in [CCTV SOP2 "CCTV Data Collection and Retrieval"](#). This SOP will cover the procedure for viewing CCTV images and requesting further processing of those images by CCTV staff.



- CCTV images in their original format are not generally playable by CPS or in court therefore further processing is required. Once viewed, officers should request a compilation video to be made if the images contain significant action from the scene of a crime. Officers will have to complete a Request for Post Production of CCTV Images Form (section 5.2 refers) and submit it with the relevant disk(s) to their Area Video Unit in order for the compilation video to be made. Area Video Units can advise on this process.
- Officers should see section 10.2 of this document for advice on presentation of images for court.

#### The Role of CCTV Staff

- CCTV staff are responsible for the logging, prioritising and processing of CCTV requests from their respective areas in compliance with the CCTV SOPs.
- Giving both general and technical guidance (depending on their role) to the Force on all aspects of CCTV collection, retrieval and viewing.

#### The Role of CCTV Supervisors

- Supervisors are responsible for ensuring all requests for CCTV processing are carried out in a timely, corporate fashion and in accordance with the Policing Plan and Area priorities.

### The Role of CCTV Management

- CCTV Management will ensure compliance with the CCTV SOPs across the whole Force.

## **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 VIEWING CCTV IMAGES**

### **3.1 Proprietary CCTV Software**

- 3.1.1 CCTV images normally come in what is called a proprietary video format i.e. a format that can only be read by the manufacturer's software. This creates a number of issues for officers viewing CCTV which include:

- Images do not always come with the proprietary software player on the same disc as the images and therefore cannot be viewed immediately.
- Images do come with the correct software however the viewing application comes as an installation package which front line staff do not have permissions to install on force computers.
- The software that comes with the images is not compatible with the Operating System.



- Officers have to learn a large number of different applications in order to view CCTV images.
- Once the proprietary software player has opened it is not immediately obvious how to replay the images or produce a still image from them.

3.1.2 Any problems encountered whilst replaying CCTV images with proprietary software should be referred to your Area Video Unit.

### **3.2 BTP Corporate CCTV Software (Siraview)**

3.2.1 BTP now has a corporate CCTV application for replaying CCTV images called Siraview. This software is deployed force-wide on a number of terminals. Contact the Technology Service Desk ([Technology-Service-Desk@btp.pnn.police.uk](mailto:Technology-Service-Desk@btp.pnn.police.uk)) for advice on where these terminals are located. For technical support with the use of the software contact FHQ Video Laboratory ([FHQ-VIDEOLAB@btp.pnn.police.uk](mailto:FHQ-VIDEOLAB@btp.pnn.police.uk)) on 020 7922 6251.

3.2.2 Siraview is a universal CCTV player that will replay images from a number of different manufacturers. The advantage of the application is that staff only have to become familiar with one application instead of the many proprietary players.

3.2.3 There is a training package for Siraview located at <http://a00-cms/btpintranet/Files/siraview.pps> to enable familiarisation with the application and its use. This is in the form of an interactive Power Point Presentation. There is a user guide (pdf) which can be found from within the software itself under *Help>UserGuide*. The user guide can also be found at <http://a00-cms/btpintranet/pdf/SiraView%20User%20%20Guide%20None%20Export.pdf> on the force intranet.<sup>1</sup>

3.2.4 Siraview is a developing application and although it can replay a large number of CCTV formats already, there are still some formats it cannot read. Any staff coming across this problem should pass the details of the CCTV to the Technology Service Desk in order that these formats can be included in future versions of the software.

### 3.3 Viewing Guidance

3.3.1 Before viewing CCTV images all relevant information should be read to inform the viewing process. Information of use may be found in the paperwork that came with the disk, the crime report or MG11 statements. This may give an indication as to who, where, when, and what you should be looking for in the images.

3.3.2 Continuity of evidence should be checked (and subsequently continued) before a disk / tape is viewed. If the disk / tape is a master copy then where possible the media should be copied by a trained member of staff before the viewing takes place, time permitting.

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<sup>1</sup> The Intranet links for the above is still in development.

3.3.3 Viewings should be done from the working copies produced. In the case of tapes where the working copy would be of significantly poorer quality than the master tape then duplication of the master should not take place. In these instances viewings can be done using the master tape.

3.3.4 When viewing CCTV images care should be taken to ensure that all images have been viewed for potential evidential footage i.e. all cameras available, unless some cameras are quite clearly of no use.

3.3.5 Should a person or event not be detected whilst viewing CCTV images then this can be for a number of reasons:

- Wrong time or date has been requested or downloaded<sup>1</sup>
- Wrong area has been requested or downloaded
- Incident did not happen at the expected location
- All cameras from a location have not been produced or viewed
- Incident not captured on CCTV

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<sup>1</sup> The time and date displayed on CCTV images is not necessarily correct. The system time / date should be checked at the time of production using the MSF Signal (formerly Rugby Atomic Clock) and any anomalies recorded on the MG11 statement.

- It must be remembered that any CCTV images viewed by police in connection with the investigation of an offence, even if not used due to nothing seen, poor quality etc should still be retained as “unused material”, and a statement completed to that effect.<sup>1</sup>

3.3.6 Staff should ensure when replaying CCTV images that the footage is running at single speed. Many CCTV players can replay images at different speeds. When images are viewed at a fast speed some software players do not display every image recorded therefore evidence can be easily missed. If you are unsure about replay speeds contact your Area Video Unit for guidance.

3.3.7 In order to view video effectively you have to stay focussed on the screen the whole time. If the images are digital i.e. on a disk then they should be paused when taking a break from viewing. If the images are analogue i.e. on video tape then the tape should be stopped.

3.3.8 CCTV images are often recorded in what is called “time lapse” mode which means there is only one picture recorded every so often leaving gaps in the footage, this can lead to things being easily missed if the viewer is not fully concentrated on the screen. It can also mean that something happened at the scene that was not recorded. Digital CCTV has largely reduced this problem by recording at a minimum of one picture per second in most cases.

3.3.9 Should a CCTV disc appear to be blank do not assume this to be the case. Some CCTV systems record their data in a non-Windows compliant format so Windows may display no data.

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<sup>1</sup> In accordance with the Criminal Procedure and Investigations Act 1996 as amended by part 5, Criminal Justice Act 2003. At this present time Scottish officers do not retain such images. However this may change as “disclosure” procedures are introduced into Scotland.



3.3.10 For Health and Safety advice on viewing screens refer to the force policy which can be found at <http://a00-cms/btpintranet/pdf/HR%202.1%20Management%20of%20Health%20and%20Safety%20at%20Work%20v1.1%20-%20October%2008.pdf> on the force intranet.

#### **4 PRODUCTION OF STILL IMAGES**

- 4.1 All still images produced, whether for intelligence or evidential purposes and used as exhibits should be produced on photo quality paper by trained staff.
- 4.2 Still images from digital exhibits should be captured using the proprietary software player “image capture tool” that is generally available with these applications. An alternative is to capture still image screens using a software based graphics program that allows you to screen capture and save as an uncompressed bitmap. Working copy disks should be used when producing stills from digital exhibits, where possible.
- 4.3 The best quality still images from analogue (tape) exhibits would be from the master copy tape. An analogue exhibit can be easily damaged by pausing the tape too much therefore still images made from analogue master copy exhibits should be produced by trained staff from Area Video Units. Working copy tapes should be used for still images not produced as exhibits.

#### **5 PROCEDURE FOR REQUESTING CCTV DATA PROCESSING**

##### **5.1 CCTV Data Processing Explained**

- 5.1.1 Data processing is defined as the “post production” of original CCTV images. This can take the form of a still image or compilation video for court, making further copies of evidential media, enhancing images or converting video from one format to another (such as converting tape to disk).



5.1.2 CCTV data processing should be done by trained CCTV staff. Image quality must be maintained at its highest level possible throughout any post production processing. Trained staff with professional equipment will ensure the highest quality images possible are exhibited for court.

## **5.2 The “Request for Post Production of CCTV Images” Form**

5.2.1 Any request for processing must be made using the “Request for Post Production of CCTV Images” form and submitted with the disk or tape containing the original images. The form can be found at [Appendix “A”](#) of this document. It is important to remember that paperwork associated with CCTV processing may have to be exhibited at times and forms an important part of the evidential audit trail.

5.2.2 The request form itself has five main sections as follows:

- Police Officer / Staff Details: this section must be completed with the details of the person requesting the work to be done and must be completed in full.
- Incident Details: as much detail as possible is needed in this section including any Crime / NSPIS or other reference if known.
- Details of Process Required: advice on this section can be obtained from your local Area Video Unit. This is the section where you detail what process you require such as editing, duplication etc.
- Official (CCTV Staff) Use Only: this section is for completion by the CCTV staff detailing who carried out the process and when.



- **Compilation Video Play List:** this section is for the requesting officer to complete during (or following) the viewing of CCTV images should the officer require images editing and the production of a compilation video. Hours, minutes and seconds should be recorded for each camera clip start and end time in order for a video to be made containing only “significant action”.

5.2.3 Complex processes such as enhancement should be discussed with Area Video Unit staff to ensure what is required is fully understood and to ascertain whether or not it is achievable.

## **6 CCTV DATA PROCESSING - LOGGING & PRIORITISING**

6.1 Requests for data processing should only be accepted with a completed request form along with appropriate signatures and audit trail to ensure ‘continuity’. Incomplete forms or data which does not evidence continuity should be returned to the owner.

6.2 All requests for processing should be recorded. A corporate database is currently being designed and built for this purpose. In the interim local records should be kept. The format is down to local preference. However, it should contain the following categories as a minimum:

- Details of Person requesting
- Crime / Incident Details
- Details of Process required
- Details of Exhibit (i.e. Exhibit Reference Number, Disc URN)



- Details of Person processing
- Details of Work carried out
- Details of Release

6.3 Priority for processing data should be given to Policing Plan priority offences. However, cognisance should be taken of bail dates and local priorities.

6.4 Other factors affecting priorities are CCTV recorder over-write times, court dates, and images needed for the progression of an investigation that is time critical.

## 7 PRODUCTION OF MASTER AND WORKING COPY CCTV DISKS

### 7.1 Media and Corporate Labelling

7.1.1 In order to produce a consistently professional looking CCTV product across the force a corporate disk face design has been produced. See Figure 1 below.



**BRITISH TRANSPORT POLICE**  
**Restricted / Confidential**

Master ☐ Time   
Working ☐ Date   
Composite ☐

Barcode   
Exhibit ref   
Location   
SSU / URN no   
Photo

Offence   
Code   
NSPIS/CRN no   
Collar no  Name   
Signature

**DVD**

Figure 1 – BTP Corporate Disk Face Design

7.1.2 Guidance on how to complete the details on the disk face design can be found in [Appendix "B"](#) of this document.

7.1.3 All CCTV / Video media produced should utilise the force's corporate exhibit label and seal. Figure 2 below shows the corporate exhibit label.


	<b>BRITISH TRANSPORT POLICE</b>	<b>PROP/NO</b>	<b>CRN/NSPIS</b>
<b>DESCRIPTION OF EXHIBIT/PRODUCTION:</b> .....			
.....			
<b>SEIZED/PRODUCED BY:</b> .....			
<b>WHERE SEIZED/PRODUCED:</b> .....			
<b>DATE</b>	<b>TIME</b>	<b>SIGNATURE</b>	
<b>I Identify this item as Exhibit/Production Number</b>			
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>			
<b>SEAL N°</b>	<b>COLLAR N°</b>	<b>SIGNATURE</b>	<b>DATE / TIME</b>
<small>Where this material is used in criminal proceedings once sealed, the seal(s) on this DVD/CD/video case may only be broken in accordance with agreed procedures. If this takes place the new seal should be placed over the old and this label marked with the new number.</small>			
<b>URN:</b>		<b>DEFENDANTS NAME: (IF DETECTED)</b>	
<b>POLICE AREA</b> <small>(CIRCLE)</small>			
<b>F H Q L N L S L U N E N W W W S C</b>			
<b>OWNER:</b> <small>(CIRCLE)</small>		<b>CRIME / OPERATIONS / JUSTICE</b>	

Figure 2 – BTP Corporate Exhibit Label

7.1.4 Guidance on how to complete the details on the corporate exhibit label and seal can be found in [Appendix "C"](#) of this document.



7.1.5 The following are the only corporate approved items to be used by the British Transport Police:

- Corporate disk (can be supplied as DVD + and – and CD-R but not R/W)
- Corporate exhibit label (affix onto rear of jewel/video cases)
- Corporate jewel case
- Xylene free felt tip pen (only this approved type to be used on corporate disk)
- Pairs of numbered seals (attached to jewel/video cases preventing unauthorised opening-diagonal corners on jewel cases are recommended)
- BTP/numbered property labels (to be affixed to jewel/video cases-not obscuring text)

A new corporate procedure for the procurement of CCTV consumables is in the process of being developed. Once complete all Areas will be expected to adopt this system. Please contact the Force CCTV Management Team for further details on 020 7830 6773.

## **7.2 Production of Master Copy Disks / Tapes**

7.2.1 A seized tape becomes the master tape and the exhibit of the person seizing it. With digital storage media the first copy taken from the hard drive is generally defined as the 'master copy'. Working copies can be made simultaneously with the primary copy or copied later from the master copy.

7.2.2 A master copy (and any subsequent working copies) should be named appropriately as soon as it is practicable to do so. This is of particular importance when using a secure network to store different versions of an image. The master image should be properly stored, (in a locked and secured cabinet with full details entered on the property data base KIM), and retrievable before making and using working copies.

7.2.3 Master copy disks and tapes should be clearly marked as such and should contain the footage in its original format i.e. the format it was recorded in by the CCTV system. Digital disks must contain any playback software required to view the images.

7.2.4 Master copies should be sealed as soon as is practicable and not re-opened unless absolutely necessary. A full audit trail should be kept detailing the movement and processing of the master copy.

### **7.3 Production of Working Copy Disks / Tapes**

7.3.1 The term “working copy” can refer to a complete copy of the master disk or tape, a still image, or a portion of the original. All are working copies of the original master image.

7.3.2 For further processing, a cloned copy of the master copy disk or tape should be produced. This is to preserve the master copy image. Further working copies required should be made from the first working copy in the case of digital media. Care should be taken when producing working copies of tapes as this should be done from the master tape to maintain quality.

7.3.3 Working copy disks and tapes should be labelled to the same standard as the master copies using the corporate disks and labels as previously mentioned.

## **8 PRODUCTION OF COMPILATION VIDEOS**

### **8.1 Capturing CCTV Images for Editing**

- 8.1.1 Much pictorial information, conventional and digital, is routinely used in investigation and presented to courts. At times it is necessary to edit this information to reduce the volume, achieve better quality images and/or separate that which is relevant and that which is not.
- 8.1.2 The editing of images should only take place with justifiable cause and in such a manner that it does not detract from the ability of the prosecution and defence to present their case and for the court to arrive at a verdict. Misapplication of editing techniques may change the context of an image, suppress pertinent information originally contained within it, or introduce misleading information that was not originally present. Whenever a compilation is completed the video technician should exhibit the item and complete a statement to this effect.
- 8.1.3 Should an original image exist in a proprietary format i.e. it requires “conversion” to an open video format before it can be edited then the image should be captured at the highest possible quality using a hardware capture card and its associated software. The aspect ratio of the original image should be maintained.

### **8.2 Editing Guidelines**

- 8.2.1 The quality and format of video evidence may dictate what particular tools are used to edit the footage however there is a corporate design template that should apply to all compilations produced.

8.2.2 The DVD Menu template shown in Figure 4 below will be developed for all DVD authoring software used across the force. This template should be used for all DVD compilation videos produced.

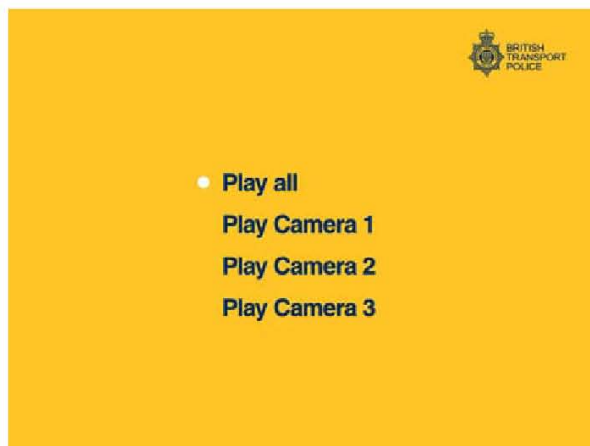


Figure 4 – BTP Corporate DVD Menu Template

8.2.3 The introduction animation shown in Figure 5 below will be developed for all editing applications used across the force. This template should be used for all compilation videos produced.



Figure 5 – BTP Corporate Introduction Animation Template

8.2.4 The title template shown in Figure 6 below will be developed for all editing applications used across the force. This template should be used for all compilation video title screens produced (including opening and closing titles).

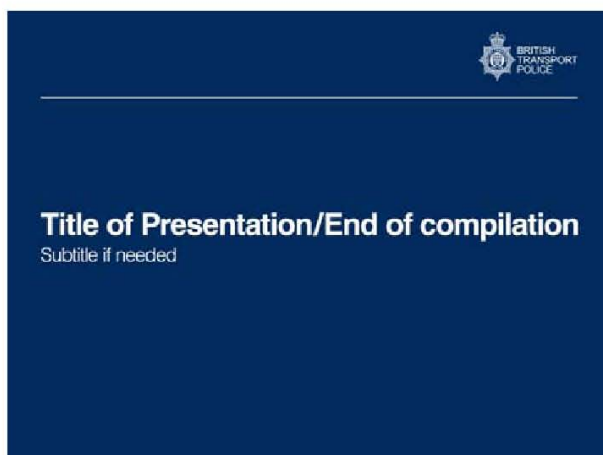


Figure 6– BTP Corporate Title Template

8.2.5 Titles should be written in white Ariel font (or Blue in the case of the DVD Menu) on the corporate template background. Font size TBC. Effects or transitions should not be used on titles e.g. spinning or wiping in and out.

8.2.6 Figure 7 below shows an example opening sequence of a DVD. Following the DVD menu each video should start with the corporate introduction animation displaying the area video unit name. This should be followed by the title template displaying the content details of the video e.g. location, date, exhibit number.



Figure 7 – Example Opening Sequence

8.2.7 Figure 8 below shows an example sequence of video footage with a “black clip” either side of the evidential video clip. Black clips should be no more than 2 seconds in length.



Figure 8 – Example Video Sequence

8.2.8 Where possible, evidential video clips should be produced at the highest possible quality maintaining the aspect ratio. Video clips should be displayed at their full size and not cropped in any way unless this aids viewing.

8.2.9 If a clip is enhanced (e.g. lightened) in any way to aid viewing then a full audit trail should be kept of which clips were enhanced, which software tools were used and to what extent, and why it was deemed appropriate to use enhancement.

8.2.10 A new title screen should be added for each change in location or date in the video as well as a closing “End of Compilation” title screen at the end of the DVD.

8.2.11 All staff should complete a “Compilation Video Notes for CCTV Staff” form for each video produced. This form captures the basic hardware and software staff have used to complete the video. The additional information section of this form should be used to record any enhancement techniques used in the making of the video. These forms should be kept by personnel for evidential reasons. A copy of this form can be found in [Appendix "D"](#).

### **8.3 Output Guidelines**

8.3.1 Generally speaking the output destination (e.g. court) for a video will determine what format the footage has to be output too. As with all video processing the highest quality image should be maintained at all times.

8.3.2 When producing DVDs chapters may be used in large compilation videos to aid viewing, each camera clip or logical group of clips should have their own chapter with a “play all” option as chapter one (this option plays the whole video from start to end).

8.3.3 Once the production of a compilation video is complete the video should be tested in a stand alone DVD player other than the one it was produced on. Menus and chapters should be checked as well as playing the video in its entirety to ensure no errors.

8.3.4 As with master copy media, compilation videos should be exhibited by the person who created the product following the same procedure (see 7.2.4) to ensure evidential integrity.

## **9 OTHER PROCESSING**

### **9.1 Enhancing Images**

9.1.1 Enhancements refer to any process that serves to improve the overall image quality and includes:

- Brightness adjustments
- Contrast adjustments
- Colour cast removal
- Noise removal
- Edge enhancement
- Histogram stretching

9.1.2 Enhancement can be a compromise, i.e. certain parts of the image are being enhanced to the detriment of other image areas. For example, the effect of edge enhancement is to broaden edges, which in turn can lead to loss of nearby fine structure. When enhancing careful consideration needs to be given to what is being lost from the image, how this might affect the evidence and how this is presented.

9.1.3 Enhancements should not be applied to selective portions of an image unless these regions and the enhancements within them are clearly identified. However, it is permissible to enhance the whole of a cropped image.

9.1.4 Enhancements must only be carried out by accredited CCTV staff. Contact Force CCTV Management for details of your nearest specialist, before engaging in expensive outsourcing of their work.

## **9.2 Duplicating CCTV Media**

9.2.1 Copies of images may be requested from both the prosecution and defence. The nature of the material contained within the image should be considered prior to any agreement to copy part or all of it. These copies should be made by the Area Justice Unit.

9.2.2 Duplicate copies of CCTV Media should be exact copies of the original Master Copy or Compilation Video. In the case of video tape an exact copy is not possible however any copy should be of the highest quality possible.

## **9.3 Format Conversion**

9.3.1 Video format conversion should be kept to a minimum and only used when absolutely necessary in order to avoid any reduction in image quality. It is recognised that most CCTV images do have to go through some form of conversion due to the nature of editing / compiling and also the output format has to match that of the courts / CPS etc.

9.3.2 When performing image format conversion care should be taken to ensure the highest quality images are produced at all times and that no process is applied to images unless absolutely necessary. Details of what processes have been performed on an image should be logged on the force CCTV database.

9.3.3 Please see [Appendix "E"](#) for MG11 Pro Forma statement for staff processing CCTV.

## **10 PRESENTATION IN COURT**

### **10.1 CCTV Staff Guidance**

10.1.1 Most courts now have DVD players albeit some still only have VHS tape players to display video evidence, it should be noted that most DVD players in court rooms are not PC based systems but stand alone DVD players.

10.1.2 Although some DVD players will play certain AVI files the standard format for a digital compilation video should be MPEG2 i.e. standard DVD Movie format. This will ensure playback in any DVD player regardless of make or model.

### **10.2 Officers Guidance**

10.2.1 In each case an exhibits officer and a disclosure officer should be appointed. These roles can be performed by the same individual, who may be the investigating officer. For larger or more complex cases a number of disclosure officers should be appointed. In this case a lead disclosure officer should be appointed to ensure that disclosure responsibilities are complied with.

10.2.2 Officers should ensure the following are completed:

- Ensure that all exhibit images have been reviewed (and unused images captured or seized and retained from the beginning of an investigation and are included as part of the disclosure process)
- Ensure that viewing logs have been completed
- Check the continuity audit trail for completeness and submit with the exhibit
- Inform the prosecutor of the date of the start of the investigator (as different disclosure regimes apply)

- Apply the Government Protective Marking Scheme to the exhibit images
- Ensure that unused material is retained and stored appropriately and is catalogues, including whether or not it has been fully viewed
- Review unused material once the defence statement has been received

## **11 MONITORING AND COMPLIANCE**

11.1 This SOP will be monitored for compliance by the Force CCTV Management team through a process of regular dip sampling. Failure to comply with this SOP could result in non-standard products being used by Industry, with subsequent impact across the Policing and Criminal Justice sector.

## **12 APPENDICES**

- 12.1 [Appendix A](#) – Request for Post Production of CCTV Images
- 12.2 [Appendix B](#) – Guidance on the use of the Corporate Disk Face Design
- 12.3 [Appendix C](#) – Guidance on the use of the Corporate Exhibit Label and Seal
- 12.4 [Appendix D](#) – Compilation Video Notes for CCTV Staff
- 12.5 [Appendix E](#) – MG11 Pro Forma Statement for Staff Processing CCTV