

Re-deployable CCTV (RCCTV) Cameras for Cambridge City

Deployment Guidelines

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1. Introduction

- 1.1 This document sets out the policy and guidelines of Cambridge City Council on issues involved in the planning for, and actual deployment of the City Council's re-deployable CCTV (RCCTV) cameras. These guidelines have been agreed and authorised by the relevant Executive Councillor.
- 1.2 These guidelines should be read in conjunction with Cambridge City Council's CCTV Code of Practice and Operational Manual which can be found [here](#).

2. Aims and Objectives

- 2.1 It is important that all those who are likely to be affected by the deployment of Cambridge City Council's RCCTV 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 Cambridge's RCCTV system are:

- Protecting areas and premises used by the public
- Deterring and detecting crime
- Assisting in the identification of offenders leading to their arrest and successful prosecution
- Reducing anti-social behaviour and aggressive begging
- Reducing the fear of crime
- Encourage better use of city facilities and attractions
- Maintaining and enhancing the commercial viability of the city and encouraging continued investment
- Encourage the public to act responsibly in their own and the wider community to assist in the fight against crime and anti-social behaviour.

3. Area of Deployment

- 3.1 The RCCTV system will normally be deployed upon request only within the boundaries of the city of Cambridge.

4. Criteria for Deployment

- 4.1 The request for deployment must be compatible with the Aims and Objectives in Paragraph 2 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 events
- Will provide a basis for evaluating the likely effectiveness of (a) fixed camera(s) in a given location
- Will assist in detection and arrest of perpetrators of a spate of particular crime(s)
- Is to respond to crime hotspots or transient problems
- Is for emergency planning incidents (or exercises)
- Is to support special police operations
- Is to assist in the detection and prosecution of 'environmental crime' e.g. fly-tipping.

4.2 All applications for the deployment of RCCTV cameras must take into consideration the Council's responsibilities under the UK General Data Protection Regulation (UK GDPR) tailored by the Data Protection Act 2018, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 and existing CCTV codes or Practice.

The Council takes the right of privacy of its citizens very seriously. Therefore, RCCTV cameras will only cover public spaces. If they are deployed into residential areas, No Dwell (privacy) Zones will be installed to ensure that cameras cannot see into resident's houses. These No Dwell Zones will be checked by the CCTV Manager or their assistant to ensure they have been correctly installed and regular audits of the images being produced will be conducted to ensure there is no breach of the legislation covering peoples' rights to privacy.

Applications must also take the following requirements into consideration:

- **Council Officers** planning to request RCCTV camera deployments should first obtain the agreement of their Section Manager and then advise ward councillors once approved.
- **Justifiable** – 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 events.

- **General** – the target of the surveillance must be in a public area or against unknown offenders. If a known individual(s), vehicle or premises is the target this becomes ‘Direct Surveillance’ and the deployment will 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. Normal deployments will last a maximum of three months, being reviewed at six weeks to see if it is still appropriate to be deployed at the location; this may be extended but only in exceptional circumstances.
- **Objective** – there must be specified objectives to be achieved by the camera deployment and the achievement of these objectives should be monitored.

5. Application for Deployment

- 5.1 All applications are to be submitted on the Application for Deployment Form (shown at Annex ‘A’). A form in Word format can be found [here](#).
- 5.2 All application forms should be returned to the Council’s Community Safety Team, who will then consult other relevant members of the Council.
- 5.3 The Community Safety Manager will normally make the final decision in consultation with the Police Neighbourhood Inspector but may, if it is felt to be appropriate, consult the Executive Councillor or Head of Community Services and / or Strategic Director.
- 5.4 The Community Safety Manager, in consultation with a member of the Community Safety Team and the Police Neighbourhood Inspector, will be responsible to assess and prioritise applications for the deployment of RCCTV cameras. They will use the following points as guidance in reaching their decision:
 - The reason for the request
 - Has 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 installation of re-deployable cameras justified?

- Is the deployment likely to achieve its objectives?
- Can the success of these objectives be measured?
- Is the equipment available?
- Will the deployment clash with other deployments? If so, which is to be given priority?
- Time: is there sufficient time to meet the request for the deployment of cameras?

5.5 Once approved, a member of the Community Safety Team will email the application form to the CCTV Team to ask for a formal feasibility study to be carried out. The CCTV team will respond to the Community Safety Team within five working days and advise on an approximate timescale for work to be carried out in order for the RCCTV camera to be installed.

5.6 The Community Safety Team will email the applicant within ten working days to acknowledge receipt and advise on an approximate timescale (dependant on factors such as how many other applications there are, feasibility study, etc).

5.7 In the event of an operation being mounted under RIPA it is essential that if the cameras are to be mounted on property not owned by the Council that the owner / occupier of the premises is spoken to personally.

5.8 It is vital the owner / occupier is made aware of the fact that any images obtained from the camera mounted on their premises may be used as evidence and that under the rules of disclosure the defendant may be able to deduce from where the observations were conducted and that there is a possibility that they may be named in court. In the case of R v Johnson the prosecution failed to obtain a successful conviction because the evidence obtained by the cameras was not handled correctly and the Police failed to obtain the property owners' permission to mount the cameras on his property and warn him that he and his property might be identified in court.

6. Feasibility Study

6.1 Before applications are authorised the CCTV Manager will be responsible in delegating someone, either from the CCTV team or from a contractor to visit the location and make a formal feasibility study and feedback their findings to the Community Safety Team.

6.2 The study will include a risk assessment, specifically:

- Is there a suitable location for the cameras?
- what power sources are available?
- the quality of the local street lighting;
- arcs of observation for the cameras;
- obstructions 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 UK GDPR and Human Rights Act;
- the role of any external agencies;
- other events planned in the local area;
- signage requirements.

7. Absence of the Community Safety Manager

7.1 In the absence of the Community Safety Manager a Senior Community Safety Officer will be responsible for approving the deployment of the RCCTV cameras.

8. Deployment: Other issues

8.1 The Community Safety Manager will delegate a member of the Community Safety Team to provide a written response to all requests for the deployment of RCCTV cameras, whether the application is successful or not.

8.2 Cameras are not to be deployed without prior authorisation of the Community Safety Manager or a Senior Community Safety Officer in their absence.

8.3 Every deployment of RCCTV cameras which is still ongoing must be reviewed no later than six weeks from its commencement. The Anti-Social Behaviour (ASB) case worker is responsible for arranging this review and for ensuring the results of the review are recorded on the Deployment Application Form. In

the absence of an ASB case worker, the Community Safety Manager will be responsible for doing this.

- 8.4 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 a member of the Community Safety Team.
- 8.5 The Community Safety Manager will delegate a member of the Community Safety Team to give each application a unique reference number and for storage and retention of all paperwork connected with the RCCTV camera scheme. All documentation will be retained in accordance with Cambridge City Council's retention policies.

9. Operation of Equipment

- 9.1 The operation of the equipment will only be carried out by the Council's own CCTV Control Room staff who have received training in the RCCTV systems use from the company supplying the equipment.
- 9.2 The operation of all RCCTV cameras and equipment including the recording, copying, security and issuing of images and evidence will be carried out in strict adherence to the Council's existing CCTV Codes of Practice, Operating Procedures, Guidelines and legislation.

10. Equipment

- 10.1 The equipment referred to in this document comprises re-deployable, high resolution, colour, pan, tilt and zoom CCTV cameras. These RCCTV cameras are capable of sending their images back to the Cambridge City Council's CCTV Control Room via an encrypted radio signal.
- 10.2 When the RCCTV cameras are deployed the images they generate will be sent back to the CCTV Control Room and will be recorded and stored onto DVR's. The cameras and associated components may be powered by mains electricity.
- 10.3 The technical performance of the system meets accepted standards.
- 10.4 The cameras will be erected on buildings or street furniture or other suitable secure sites by a dedicated installation team provided by a contract company.
- 10.5 It is intended that the RCCTV cameras should be utilised to the maximum. Therefore, the intention is that these cameras should always be in use. However, on the rare occasions when the cameras are not deployed and for maintenance purposes, the cameras will be stored in a secure area under the control of the CCTV Manager.

11. Maintenance

- 11.1 A maintenance contract for all the equipment relating to the RCCTV system will be set up and run by the CCTV Manager. They will be responsible for all aspects of the security, care, maintenance, fault reporting and monitoring of the maintenance contract.

12. Signage

- 12.1 RCCTV cameras will be mounted within the public view and with clear signage indicating their use within the area.
- 12.2 Signs advising members of the public that CCTV cameras are in use in the area will be of the Council's standard design.
- 12.3 These signs will be mounted in the immediate vicinity of the camera mounting location.
- 12.4 If the signs are mounted on property not belonging to the Council (e.g. telegraph poles), permission must be sought from the owners prior to installation.

13. Physical Deployment of Cameras

- 13.1 Wherever possible, the RCCTV cameras will be mounted on street lamp columns and have mains power provided from the street lamp.
- 13.2 Where RCCTV cameras are mounted on non-Council buildings, written permission of the owner must be obtained prior to deployment.
- 13.3 Special care must be taken when deploying a camera onto a listed building.
- 13.4 Deployments into some open areas may need to be authorised by the Council's Manager of Streets and Open Spaces.
- 13.5 The installation of the RCCTV camera will be carried out by a company contracted by the CCTV Team. This company will receive training and accreditation from the company supplying the equipment. The company contracted to erect the cameras will provide the CCTV Manager with a copy of its Health and Safety Policy, Safe Working Practices and Risk Assessment regarding the installation, removal and replacement of cameras and battery packs.

14. Costs

- 14.1 Where appropriate, the cost of deployment and recovery of the equipment should be covered by the organisation requesting the deployment of the RCCTV cameras.

14.2 Where a power supply to any equipment is taken from a non-Council building, agreement should be sought from the owners for donation of the electricity. If this is not possible then a fee should be agreed based on one camera running for 24 hours a day, 365 days of the year costing £100 per year to power.

Cambridge City RCCTV Deployment Application Form

1. Applicant's name:
2. Job Title:
3. Organisation [name, address and postcode]:

4. Telephone number:
5. Email:
6. I request the deployment of RCCTV equipment from [insert date] to [insert date]¹, for the surveillance of [insert location and/or area to be covered, in as much detail as possible²]
7. Please attach evidence of the need for deployment³

Signed⁴:

Date:

Email completed form to: asbsection@cambridge.gov.uk

Once completed, send to:
Community Safety Team
Cambridge City Council
PO Box 700
Cambridge CB1 0JH

Email: asbsection@cambridge.gov.uk

¹ This period is NOT to exceed 3 months, unless there is clear justification.

² If this request relates to a named individual(s), vehicle or specific address, a RIPA application MUST be completed and attached.

³ Include police incidents, crime reference numbers, witness statements, etc.

⁴ Digital signatures are acceptable.

For Community Safety Team use ONLY

Ref No:

Deployment accepted? Yes No

Reason (if No):

Signed:

Name:

Date:

Review of Deployment

Date of review:

Reason for review:

Results of review:

Signed:

Name:

Date:

Removal of Equipment

Reason for removal of equipment:

Signed:

Date: