

Code of Practice for the Operation and Management of South Tyneside Council Community Wardens Body Cam CCTV.

(December 2018)

1. Introduction

The function of the Community Wardens of South Tyneside Council is to respond to and deal with incidents of anti-social behaviour within the borough. This includes the utilisation of body mounted CCTV cameras to assist with the prevention and detection of crime by facilitating the gathering and preserving of video evidence for use in criminal court proceedings.

The use of CCTV is dependent on the continued consensus of the public to allow CCTV monitoring. Therefore in order to preserve this consensus the Community Wardens comply with the ICO (Information Commissioner's Office) COP (Code of Practice) for the use of CCTV in Public Space.

1.1 Purpose of the Code of Practice

This Code of Practice is to regulate the operation of the Community Warden body cams. It sets out the rules, processes and practices observed by the Council, its Members, Employees, Contractors, Police and any other party or organisation involved in the management, operation or administration or use of this system.

This Code of Practice has been prepared and has taken account of the new Surveillance Camera Code of Practice as issued by the Home Office and which came into force in June 2013.

1.2 Ownership of the CCTV System.

South Tyneside Council owns the System and its associated systems.

1.3 Accountability

Accountability for the CCTV system remains with South Tyneside Council.

1.4 Complaints

Complaints regarding any aspects of the system will be dealt with in line with South Tyneside Council corporate complaints procedure. Complaints can be initiated by calling 0191 4271717 during office hours or via the Council Internet Home Page at:

www.southtyneside.info/article/8612/complaints

1.5 Other relevant policies

1.5.1 This Code of Practice should be read in conjunction with the following Council policies and procedures:

- 1.5.2 The ICT & Information Security Policy;
- 1.5.3 The Information Classification & Handling Policy;
- 1.5.4 The Data Protection Policy;
- 1.5.5 The Records Management Policy; and,
- 1.5.6 The Council's Records Retention Policy.
- 1.5.7 The above policies and procedures are available on the Council's intranet.

2 Aims and Objectives of the CCTV System

2.1 South Tyneside Council Community Wardens Body Cam CCTV is for the following purpose:

- To deter and detect criminal activity.
- To identify suspects.
- To gather evidence.
- To gather intelligence on suspects (Under the Regulation of Investigatory Powers Act)
- To aid in prosecutions.
- To monitor anti-social behaviour and acts or events which endanger the public and Employees' health and safety.
- To assist the emergency services.
- To assist in Traffic Management.

The Council is committed to complying with the Surveillance Camera Code of Practice, the Data Protection Act 2018 and the Human Rights Act 1998. The Council is committed to ensuring that the public is kept informed and consulted on future developments of the CCTV system.

3 Body Cam control and operation.

3.1 General

3.1.1 Administration

The Community Wardens are responsible for the day-to-day administration and keeping of log books. The management team are responsible for overseeing the system and making the necessary adjustments where required, carrying out regular audits to ensure that the procedures are being followed.

3.1.2 Data Protection

South Tyneside Council is registered with the Information Commissioner's Office (ICO) for its CCTV operations and will abide by the constraints laid down within the Data Protection Act 2018 and the ICO's CCTV Code of Practice.

3.2 Documentation

3.2.1 Reviewing footage and Compact Disc/DVD Register

A register of all CD's/ DVD'S is maintained. This register logs all CD's and DVD's which are created for evidential or reviewing purposes and also any stills that are produced.

3.2.2 System Faults and Failures

A system fault and performance log is maintained by the Section Manager, which records the following:

- Any system failures, its time and date
- The time and date when the maintaining company were notified of the failure
- The time and date when the failure was rectified

3.2.3 Control of the body cam system.

The control of the South Tyneside Council Community Warden body Cam CCTV system remains the responsibility of South Tyneside Council.

3.3 Confidentiality

Camera and camera footage must never be used for personal use or gain. All data, digitally or manually stored media, still photographs or any piece of intelligence supplied by any agency must not be removed from the Community Warden Offices by any person other than relevant officer with the expressed permission. Officers are in a position of extreme trust and must never divulge information to any third party.

3.4 Requirement to give Evidence

As highlighted in the operators Job Description, it is a requirement to attend court and give supporting evidence as to the contents of recorded footage. This evidence will normally be in the form of a statement. The Community Wardens involved would be the person or persons who:

- Monitored the incident;
- Handled the CD/DVD for any reason; and/or,
- Made copies/clones of the recorded information.

3.5 Training

3.5.1 Initial Training

All Community Wardens are required to be trained in the use of and management of the Body Cams.

3.5.2 Ongoing Training

The management will ensure that training is given when required to maintain and improve the standards to the Community Wardens Body Cam system. Training records are kept for each individual member of staff.

4. Monitoring of CCTV Systems

4.1 General Use.

Staff are required to attach the body cams to the front windscreen of the Community Warden vehicle using the appropriate holder when they are carrying out mobile patrols. When officers are called to an incident or come across one, they are required to switch on the camera and start recording for evidential purposes. When alighting the vehicle, the officer should wear a body cam on attendance at an incident and again start recording.

The officer will notify the base if any evidential footage is obtained. This will be recorded on the database and the incident report.

4.2 Downloading of footage.

On completion of a shift or sooner if required, the officer should return the body cams to the office for the base control to download and delete the footage from the camera.

The footage is retained on the NAS5 server within the Community Wardens Folder within a folder called Community Warden CCTV Footage. This ensures that any footage is backed up and reduces the chance of any accidental deletion or loss of images.

Any evidential footage is retained for 28 days and in that time it can be shared with other relevant partner agencies for evidential purposes.

4.3 Log book recording.

On any requests for footage, a disc is produced for the agency and footage deleted from the server.

A log of this is made and recorded in the review and downloading footage log book.

Once an agency requests and receives a disc it becomes their responsibility.