

Tactical Security Options Ltd, Room 704 Cameron House, White Cross Industrial Estate,
South Road, Lancaster, Lancashire, LA1 4XF. Registered Company (10391759)
Tel: 07787788811 Email: dgap@hotmail.co.uk

Body Worn CCTV Standard Operating Procedures

Body Worn CCTV SOPs Manual

Body Worn CCTV Standard Operating Procedures

Contents

1 Equipment

1.1 Booking in and out procedure	Page 3
1.2 Carriage	Page 3
1.3 Recording an Incident	Page 3
1.4 Verbal Statements	Page 4
1.5 Witness First Accounts	Page 5
1.6 Police Statements/Notes/CRIS	Page 5 - 6

2 Evidence Processing

2.1 Audit Trail	Page 6
-----------------	--------

3 Evidential footage

3.1 Downloading	Page 6
3.2 Alternative viewing mode in emergencies	Page 6

4 Non-evidential footage

4.1 Declaring "non-evidential footage"	Page 7
--	--------

5 Local Procedures

5.1 Book out	Page 7
5.2 Allocation	Page 7
5.3 Custody viewing	Page 7
5.4 Pre-formatted statements	Page 7
5.5 Data or DVD disk request	Page 8
5.6 Fault reporting	Page 8

6 Good Practice

6.1 Memory disk formatting	Page 8
----------------------------	--------

Body Worn CCTV Standard Operating Procedures

1 EQUIPMENT (BWCCTV)

1.1 Booking in and out procedure

Training on this aspect of the procedure has been given to users, and it is crucial that this is adhered to. When a user has booked out and secured their equipment according to instruction, they must ensure that:

- the date and time is recorded accurately
- the unit is in good repair and full working order
- the battery is charged

Prior to patrol, the user must record that they have booked out a BWCCTV, completed the above checks and confirm that the unit is functioning correctly. This information may be recorded on a pre-formatted log, statement, venue induction page, Pocket Book or other electronical records. If made, statements pertaining to non-evidential footage should be filed according to local arrangements. Statements in relation to evidential footage will form part of the case papers and must be retained.

The device must be set on standby mode, if it has this facility, battery life and duration of shift capacity life, so that the unit is ready for use as and when required. Or carry out a dynamic risk assessment of a situation, before activating the device where reasonably practicable. At the completion of a tour of duty the BWCCTV must be booked back into storage within the office, if issued by the office. If privately owned by the operator, it should be in a secure area of your home, in line with SOP's. Any recorded material must be processed in accordance with the procedures outlined in this guide.

1.2 Carriage

All users must wear full uniform (where supplied) and deploy the equipment in the correct and approved manner.

Under the Data Protection Act the Information Commissioner's Office considers that the fair processing conditions are satisfied where a staff member is in uniform (where supplied) and is clearly wearing a camera. BWCCTV must be used in an **overt** manner.

Staff safety equipment must be carried at all times, when deployed with BWCCTV. The BWCCTV must be affixed to the uniform in a secure manner to ensure it does not fall off or become compromised. In the event of any discomfort or pain caused by the wearing of BWCCTV the user must remove the equipment and contact their line manager and the BWCCTV Manager. If appropriate, a health and safety report should be submitted.

Body Worn CCTV Standard Operating Procedures

1.3 Recording an Incident or Occurrence

Individuals wearing BWCCTV should use it to record incidents where the user would have made a written record of the encounter, such as verbal abuse / domestic violence, stop / search and stop / account and anti-social behaviour, or other perceived acts of crime and or disorder. **Reports are still required to be written into the duty books, whether caught on BWCCTV or not.**

Recordings should be incident specific.

Once recordings have commenced at a given incident, the recording where reasonably practicable, should continue uninterrupted until the incident is concluded. Should any recording be discontinued for any reason prior to the conclusion of the incident – i.e. Staff Safety –, the reason must be recorded in any subsequent statement of notebook entry. **The same applies if equipment fails, or if battery levels or buttons may have been knocked during physical intervention.**

When recording users must be mindful of their obligations under the European Convention of Human Rights Act 1998.

What Not to Record

There are specific situations where the use of BWCCTV is not appropriate namely:

- Intimate Searches or other circumstances where the person is in a state of undress
- Legal Privilege. Users must be careful to respect legal privilege and must not record material that is, or likely to be, subject to such protection

1.4 Verbal Statements

When the BWCCTV is activated, a brief verbal statement of explanation should be made and recorded on the device initially. The following are suggested scripts:

“I am Door Supervisor 123HT Smith, on duty with Door Supervisor 124HT Jones, the time is 1730 hrs on Thursday 20th September 2010. I have accepted a request to attend a report of disorder at Whitechapel Road E1 outside Whitechapel LT station the CAD No is 4598”.

“I am Door Supervisor 123HT Smith, on duty with Door Supervisor 124HT Jones, the time is 0030 hrs on Friday 21st September 2010. I have seen a youth on a bicycle looking into parked cars outside the Post Office on Whitechapel Road E1 and I intend to stop him”.

If it is of evidential value the user may consider giving a running commentary.

Members of the public who are being recorded on BWCCTV, should, as soon as is practicable, be informed that their actions and speech is being recorded. Such as:

“You are being recorded on video”

“Everything you say and do is being recorded”

Body Worn CCTV Standard Operating Procedures

Prior to terminating the recording, the user should give a similar explanation indicating the reason for this. Suggested scripts are as follows:

"It is 1345 hrs on Thursday 20th September 2010. I am now resuming patrol / duties having conducted a satisfactory Stop and Search in Whitechapel Road Bar entrance E1.

1.5 Witness First Accounts

If the BWCTV user is approached by a victim or witness who wishes to give their first account of a crime the encounter may be recorded. The circumstances and nature of the crime must be considered against the welfare of the individual, specifically in relation to serious sexual offences. Ask for Angela incidents or similar, initial disclosures should be treated as evidential footage. This does not replace the need for notes or full written statements but maybe used as supporting evidence.

The following must be considered in the event of such disclosure:

- Need for help or medical assistance
- Nature of the incident/allegation
- Identity of the suspect
- Location of the suspect
- Description of the suspect
- Location of a crime scene
- Forensic opportunities
- Evidence of early complaint
- Other victims and/or witnesses

Questions posed to victims and witnesses that may assist in the early investigation of a crime must be 'open' and non-leading.

Investigating managers need to be aware of the existence of such footage in order to prepare for any future statement taking process.

1.6 Police Statements/Notes/Security Reports

The use of BWCTV is in addition to and an enhancement to existing methods of evidence capture. Therefore, it is essential that staff continue to record detailed and accurate EAB's and MG 11 statements (**witness statement form**). If staff choose to view video footage prior to writing their notes they must include this fact as they would do if notes are written in conjunction with other staff. The user's statement / notes must also cover additional points in respect of BWCTV use.

Also to view footage you will need to **hold a valid CCTV SIA Licence**, or give to the Data controller or POC who will have the appropriate authority and licence. If downloading, the footage must be given to the Data controller or POC, where possible. However, you can give the footage to the Police who are investigating the incident for evidence.

Body Worn CCTV Standard Operating Procedures

The following aspects are covered in the pre-formatted statement if staff choose to make use of this:

- the user is trained in the use of BWCCTV, has a valid SIA CCTV Licence if viewing
- the footage has been dealt with in accordance with the audit trail process
- the BWCCTV has been booked back in correctly, as per the location of the BBCCTV, i.e. secured safe at home, or the office if issued by the office
- or passed to a police officer as evidence or data controller if applicable

2 EVIDENCE PROCESSING

2.1 Audit Trail

A full audit trail should be established and maintained from the point of image capture. The audit trail must document the working processes to ensure that users fulfil their obligations under the rules of disclosure.

See pre-formatted statements provided. The user may amend these as necessary.

3 EVIDENTIAL FOOTAGE

3.1 Downloading to stand-alone computer

When the user returns to the office, if BWCCTV was issued by the office or to their home if privately owned, the user must as soon as practicable make his or her supervising manager aware that evidential material is stored on the device.

The device must then be handed to 'Data controller or POC' who will be responsible for downloading the product onto the office stand-alone computer.

If you own the BWCCTV you may download the data on your home PC to the OneDrive link issued by the Management. However, you must not view it unless you have a CCTV Licence.

There is **NO** requirement to exhibit the device although its number should be recorded in any subsequent statement. The evidential footage once uploaded from the device, will be saved as an evidential file. A master and working copy data disc will be burnt by a suitably trained manager, supervisor or POC not connected with the original incident.

The member of staff fulfilling this task will exhibit the master copy. If requested, a disc should also be burnt suitable for viewing on a laptop or stand-alone computer, if authorised to do so.

3.2 No trained Supervisor or POC available

In the event that there is no suitably trained supervisor available to download the product, and viewing of the footage is deemed an emergency. Arrangements must be in place to enable footage to be viewed by other means i.e. Data Controller or the Police. Nothing should be deleted or tampered with during this process.

Body Worn CCTV Standard Operating Procedures

4 NON-EVIDENTIAL FOOTAGE

4.1 Declaring no evidential footage recorded

Once the user has returned to the home, base or office, they should inform their supervising manager that having been deployed with a BWCCTV no evidential footage has been recorded. An entry in their pocket book to this effect should be made.

Note: To ensure close supervision and to ensure the integrity of the process is maintained. Supervisors should conduct random checks on Body Worn CCTV, which is returned and declared as containing "no evidential product".

5 LOCAL PROCEDURES

5.1 Book out

All BWCCTV and ancillary equipment will be booked out in accordance with instruction on every occasion. Any faults or wear and tear must be brought to the attention of a supervisor as soon as practicable.

Book in

All BWCCTV will be booked back in following policy and procedure, any damage or lost items of kit must be brought to the attention of a THE OPERATIONS MANAGER OR SUPERVISOR, DC, POC' as soon as practicable, even if it's your personal issue.

5.2 Allocation

THE OPERATIONS MANAGER OR SUPERVISOR' will nominate suitably trained staff to deploy with BWCCTV. Any staff wishing to deploy using BWCCTV must do so only with approval of a supervisor.

5.3 Local site viewing

Each office will have the option to view evidential footage using a laptop where available if download has been achieved. These can be used to view the data disks, in the viewing suite. Data disks are produced by suitably trained staff. If no download has been achieved and viewing is deemed an emergency then procedures at **3.2** should be followed.

5.4 Pre-formatted statements

The pre-formatted user statement will only need to be completed with the MG file, if a subject is or is likely to be prosecuted and attend court. In all other cases, a statement can be completed at a later date if required, as an auditable trail is still available, due to the book in / out procedure.

5.5 Data or DVD disk request

Tactical Security Options Ltd, Room 704 Cameron House, White Cross Industrial Estate,
South Road, Lancaster, Lancashire, LA1 4XF. Registered Company (10391759)
Tel: 07787788811 Email: dgap@hotmail.co.uk

Body Worn CCTV Standard Operating Procedures

Data disks are viewable on a laptop or stand-alone computer and can be burnt to disk relatively quickly. However, DVD compatible disks take longer to burn (minute per minute footage) to disk and are required when attending court.

To obtain a copy of the data or DVD compatible disk contact the THE OPERATIONS MANAGER OR SUPERVISOR'.

5.6 Fault reporting

Any faults and concerns should be reported to 'THE OPERATIONS MANAGER OR SUPERVISOR' as soon as practicable.

6 GOOD PRACTICE

6.1 Once data has been downloaded from the BWCCTV, please reformat the disk/drive. This will delete all data and clear the memory for future use.

This policy has been approved & authorised by:

Name: Dave Pattinson

Position: Managing Director

Date: Jan 2025

Signature:

