



## Devon & Cornwall Police

Building safer communities together

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| <b>Force Policy &amp; Procedure</b> | <b>Installation and Monitoring of Force Closed Circuit Television (CCTV)</b> |
| <b>Reference Number</b>             | <b>D011</b>  |
| <b>Policy Version Date</b>          | <b>27 August 2015</b>  |
| <b>Review Date</b>                  | <b>26 August 2016</b>  |
| <b>Policy Ownership</b>             | <b>Local Policing and Partnership (LPP)</b>                                  |
| <b>Portfolio Holder</b>             | <b>Assistant Chief Constable (LPP)</b>                                       |

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## 1. Policy Statement [FOIA Open]

- 1.1 Devon and Cornwall Police aims, by working in partnership with other agencies, to bring about safer communities, reduce disorder, crime and the fear of crime and to contribute to the delivery of justice in a way which secures and maintains public confidence. The policing of Devon, Cornwall and the Isles of Scilly will focus on bringing the police and the community together in the fight against crime.
- 1.2 As part of this aim the Force is committed to the prevention and detection of crime, the protection of vulnerable communities and preserving the rights of individuals. In pursuit of these commitments Devon & Cornwall Police is committed to use CCTV to prevent and detect crime and protect the rights of individuals.

- 1.3 In the application of this policy staff are reminded of the need to comply with the standards and principles of the [Code of Ethics for policing](#).

## 2. Introduction [FOIA Open]

- 2.1 This policy only refers to CCTV systems which are owned by the Police and Crime Commissioner (PCC) for Devon and Cornwall. The Data Controller for the system is the Chief Constable.
- 2.2 The Force will only install CCTV and process data to assist with:
- The safety and security of all persons on police premises.
  - Provide data to assist with the detection and prevention of all crimes.
  - The gathering of intelligence.
  - Provide data to assist with the apprehension and prosecution of offenders.
- 2.3 All Force CCTV system installation and operating codes must be fully compliant with appropriate legislation:
- Human Rights Act 1998.
  - Data Protection Act 1998.
  - Regulation of Investigatory Powers Act 2000 (RIPA).
- 2.4 The installation of CCTV by the Force must fit within the reasons outlined in paragraph 2.2 of this document and be compliant with the legislation outlined at 2.3 above.
- 2.5 It is imperative the data produced by the Force CCTV system is lawful, secure, of evidential quality and the continuity can be proven.
- 2.6 When considering the installation and monitoring of Force CCTV the following personnel/officers and documents must be consulted:
- [Force Architectural/CCTV Liaison Officer](#), Local Policing and Partnership Department.
  - [Force Data Protection Office](#), Information Management Department, Force Policy [D031](#) (Data Protection).
  - Officers within the [Covert Authorisations Bureau](#), Force Policy [D232](#) (Compliance and Procedures for Covert Policy Activity).
  - [Video Processing Unit Supervisor](#), Criminal Justice Department.
  - Contracts Officer, [Procurement Department](#).
- 2.7 Adherence to this policy will result in the installation of CCTV which is fit for purpose, producing high quality data which will withstand the rigours of the judicial system and fulfil the designed operational requirement.

### **3. Procedures [FOIA Open]**

- 3.1 Prior to considering the installation of a Force CCTV system an operational requirement (OR) must be produced. This is a statement of needs based on a thorough and systematic assessment of the problem to be solved and the hoped for solutions. Further details and information concerning installation locations, if required, may be obtained from the Force Architectural/CCTV Liaison Manager.
- 3.2 Should the OR process identify that the desired problem cannot be solved or the hoped solution obtained then the installation should be abandoned.
- 3.3 Consult with all internal departments as indicated in paragraph 2.6, to ensure systems are lawful, secure and operational.
- 3.4 Refer project to Procurement Department for their information and any action if required.
- 3.5 During and at the conclusion of the installation of the CCTV system the Force Architectural/CCTV Liaison Manager should be engaged. This will assist in ensuring that the system has met the operational requirement, prior to the project being signed off.
- 3.6 All Force CCTV systems must be compliant and operated in accordance with the Information Commissioners CCTV Codes of practice.

### **4. Assessment Compliance [FOIA Open]**

- 4.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure compliance with Equality legislation and policies. In addition Data Protection, Freedom of Information, Management of Police Information and Health and Safety issues have been considered. Adherence to this document will therefore ensure compliance with all relevant legislation and internal policies.

### **5. Review and Ownership [FOIA Open]**

- 5.1 The review of the contents of this policy is the responsibility of the Head of Local Policing and Partnership Department. Review of the policy will be undertaken annually.

## **6. Useful Links [FOIA Open]**

- 6.1 This policy should be read in conjunction with policies:  
[D031 – Data Protection](#)  
[D124 – Surveillance](#)  
[D206 – Closed Circuit Television – Ports \(CCTV\)](#)  
[D232 – Compliance & Procedures for Covert Policing Activity](#)