



Devon & Cornwall Police

Force Policy & Procedure:	Installation and Monitoring of Force Closed Circuit Television (CCTV)
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Policy Ownership:	Prevention Department
Portfolio Holder:	Assistant Chief Constable Local Policing and Connectivity

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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]

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- 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, police buildings and assets (not to be used for staff discipline).
 - 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 2018.
 - Regulation of Investigatory Powers Act 2000 (RIPA)
 - Information Commissioners Office - CCTV Code of Practice (v 1.2)
 - Information Commissioners Office - Guide to the General Data Protection Regulation [GDPR] (May 2018)
 - Surveillance Camera Commissioner - GOV.UK
- 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:
 - Designing Out Crime Officer (DOCO) / Crime Prevention Officer (CPO) / Counter Terrorism Support Advisor, Alliance Prevention Department.
 - Alliance Data Protection Team, Alliance Information Management Department, SA045 (Data Protection).
 - Covert Authorisations Bureau, 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 support the judicial process and complete the Surveillance Camera Commissioner - "Passport to Compliance" documentation.

3. Procedures [FOIA Open]

- 3.1 Prior to considering the installation of a Force CCTV system the Surveillance Camera Commissioner - "Passport to Compliance" documentation must be completed.
This documentation outlines the requirements that are to be considered, with guidance about the principles and necessary stages when planning, implementing and operating a surveillance camera system to ensure it complies with the code. Further details and information concerning installation locations, if required, may be obtained from the Designing Out Crime Officer (DOCO).
- 3.2 Should the Surveillance Camera Commissioner - "Passport to Compliance" 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 Designing Out Crime Officer (DOCO) / Crime Prevention Officer (CPO) / Counter Terrorism Support Advisor should be engaged. This will assist in ensuring that the system has met the Surveillance Camera Commissioner - "Passport to Compliance" (formerly "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 Alliance Prevention 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:
SA045 – Alliance Data Protection Policy
D124 – Surveillance

OFFICIAL - For Public Release
FOIA - Open

D206 – Closed Circuit Television – Ports (CCTV)
D232 – Compliance & Procedures for Covert Policing Activity

- 6.2 Information Commissioners Office - CCTV Code of Practice (v 1.2)
Surveillance Camera Commissioner - “Passport to Compliance” (November 2018)
Information Commissioners Office - Guide to the General Data Protection
Regulation [GDPR] (May 2018)
Surveillance Camera Commissioner