



# CIP Traffic Management

Policy and Operational Procedural Guidelines

For the use of

**BODYWORN CCTV CAMERAS**

## 1. Introduction

- 1.1 This document sets out Island Roads Policy and Procedural Guidelines for the use of Body-worn CCTV cameras by CIP Traffic Management Operatives.

It will enable employees to comply with relevant legislation relating to video recording and outline the associated benefits to Traffic Management Operatives and the general public. It also documents best practice procedures with regard to integrity of data, images and video as well as its security and use.

- 1.2 The use of Body-worn CCTV can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse toward Traffic Management Operatives, in addition to providing evidence to support internal or Police investigations.

- 1.3 Body-worn CCTV forms part of a Traffic Management Operatives' Personal Protective Equipment and is provided solely for Health and Safety purposes. It will be used in an overt manner and reiterated by Traffic Management Operatives wearing clear identification that it is a CCTV device.

Prior to commencement of any recording Traffic Management Operatives will give a clear verbal instruction that recording is taking place.

- 1.4 Body-worn CCTV will not be used as a tool to assist in the ad-hoc monitoring of staff.

## 2. Legislation & Statutory Guidance

### **2.1 The integrity of any video data recorded will be considered in accordance with the following legislation and Statutory Guidance:**

Data Protection Act 1998  
Freedom of Information Act  
2000 Human Rights Act 1998  
Protection of Freedoms Act  
2012  
Home Office Surveillance Camera Code of  
Practice  
Information Commissioners Code of  
Practice

#### **2.2 Data Protection Act 1998**

The Information Commissioner's Office is the regulator for the Act and has given guidance with regard to Traffic Management use of Body-worn CCTV equipment. This legislation regulates the processing of 'personal data' or 'sensitive personal data' whether processed on computer, CCTV, still camera or any other media.

Any recorded image that is aimed at or may identify a particular person is described as 'personal data' and covered by this Act and will include images and audio captured using Bodyworn equipment. The use of Body-worn CCTV in this guidance is 'overt use' meaning that equipment is not to be worn or used in a hidden or covert manner.

Where an individual asks to view footage this is called a 'Subject Access Request'. The requester is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed by them.

#### **2.3 Freedom of Information Act 2000**

This Act grants a general right of access to information held by public bodies, which is not personal data. Information released under FOI can include statistical and other non-personal information.

#### **2.4 Human Rights Act 1998**

Article 6 provides for the right to a fair trial. All images captured through the use of a Body-worn device have the potential for use in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence.

Article 8 of the Human Rights Act 1998 concerns the right for private and family life, home and correspondence. Recordings of persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and users of Body-worn equipment should not record beyond what is necessary when recording a confrontational situation.

Island Roads will ensure that the use of Body-worn CCTV equipment by its Traffic Management Operatives is widely advertised prior to commencement. Information is available on the website.

Island Roads will further ensure that the use of Body-worn CCTV is reiterated by CEOs wearing it in a prominent position (normally on their chest) and that its forward facing display is visible to anyone being recorded. Additionally, Traffic Management Operatives will wear identification that it is a CCTV device and make a verbal announcement prior to commencement of any recording.

## **2.5 Protection of Freedoms Act 2012**

Part 2 creates new regulation for, and instructs the Secretary of State to prepare a code of practice towards, closed-circuit television and automatic number plate recognition.

Chapter 1 gives the full regulatory legislation of CCTV and other surveillance camera technology which relates to a Code of Practice and interpretations.

## **2.6 Home Office Surveillance Camera Code of Practice**

The integrity of any video data recorded will be considered in accordance with this Statutory Guidance.

The Home Office is the regulator for this guidance with regard to Traffic Management use of Body-worn CCTV equipment. This guidance is centered around “12 Guiding Principles” which Island Roads will adopt and adhere to at all times.

## **2.7 Information Commissioners Code of Practice**

The Information Commissioners Code of Practice is the Statutory Guidance issued that runs in conjunction with the Surveillance Code of Practice issued with regard to Traffic Management use of Body-worn CCTV equipment.

## 3. On Street Operational Guidance and Best Practice

### 3.1 Training

All Traffic Management Operatives will receive full training in the use of Body-worn CCTV. This training will include practical use of equipment, on street operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.

Additionally, Traffic Management Operatives will receive training in 'Conflict Awareness'.

### 3.2 Daily Use

Body-worn CCTV will only be used in the event that a Traffic Management Operative finds themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to, verbal or physical abuse.

Recordings will not commence until the Traffic Management Operative has issued a verbal warning of their intention to turn on the Body-worn device.

All recordings will be held within a specifically designed controlled and secure database. Access to recordings will be restricted to authorised personnel in Traffic Management / CCTV Team and Senior Managers responsible for Traffic Management Services.

### 3.3 Start of Shift Procedure

At the commencement of each shift the Traffic Management Operative will ensure that the unit is fully functioning and that it has been cleared of all previous recordings.

The check will also include verifying that the unit is fully charged and that the date and time displayed is correct.

### 3.4 Recording

Recording must be incident specific. Traffic Management Operatives must not indiscriminately record entire duties, and must only use recording to capture video and audio at specific incidents. For the purposes of this guidance an 'incident' is defined as:

- a) An engagement with a member of the public which, in the opinion of the Traffic Management Operative, is confrontational and where the Operative believes that they may be subject to physical or verbal abuse or
- b) the Traffic Management Operative is approached by a member of the public in a manner perceived as aggressive or threatening.

At the commencement of any recording the Traffic Management Operative should, where practicable, make a verbal announcement to indicate why recording has been activated and where possible this should include

the date, time and location together with confirmation that the incident is being recorded using video and audio.

The purpose of issuing a verbal warning is to allow a member of the public to modify what would otherwise be regarded as unacceptable confrontational or aggressive and threatening behavior. If at any time during an incident the Operative considers that the use of Body-worn CCTV or the issuing of a verbal warning is likely to inflame a confrontational situation the Operative may use discretion to disengage from further discussion and withdraw from the incident.

A standard specific form of words to be used in any warning to a member of the public has not been prescribed, but Traffic Management Operatives should use straightforward speech that can be easily understood by those present such as:

“Sir / Madam, as part of our policy I would like to inform you that I will be recording this conversation”

### **3.5 Playback**

Traffic Management Operatives will need to be fully aware of the legal implications once digital images and audio have been recorded. To this end playback should only be at the request of a Police Officer attending the incident.

Any request to view captured video by a member of the public will need to be made in writing to Island Roads in line with the ‘subject access procedure’. Evidence of identity prior to viewing must also be provided.

### **3.6 End of Shift**

Traffic Management Operatives should ensure that any CCTV footage required for evidential purposes has been correctly bookmarked and that any Incident Reports have been completed.

### **3.7 Storage of Data**

All recorded footage will be uploaded to the Body-worn camera software by The CCTV Control Room Operators.

The Traffic Management Supervisor or The CCTV Control Room Operators will ensure that any footage to be retained has been correctly bookmarked and that supporting Incident Reports have been completed.

For Incidents where the Police have not been in attendance The Traffic Management Supervisor or will review the recording and a decision made on whether referral to the Police is appropriate.

All retained data will be kept until all investigations have been completed or prosecution has taken place before deletion. All data not required for evidential purposes will be deleted after upload as part of the software’s standard filing and deletion set up.

### **3.8 Transfer of data**

Any footage requested by the police as part of their investigation will be burnt to disc, labeled as an official exhibit and handed to them. Once in their possession the disc will fall under the police policy and guidelines for Data Protection.

Details of this process and any relevant information i.e. Authorisation number, incident number, date, time etc will be logged within the camera software so there is a full audit trail.

