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## SI2017

# Surveillance Camera Systems

This Service Instruction outlines the necessary requirements for the operation and use of surveillance camera systems by the Police Service of Northern Ireland.



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## 1. Introduction

This Service Instruction is applicable to all persons who operate or use a surveillance camera system for the Police Service of Northern Ireland (PSNI) policing purposes.

Surveillance camera system includes:

- a) closed circuit television (CCTV) or automatic number plate recognition (ANPR) systems;
- b) any other systems for recording or viewing visual images for surveillance purposes;
- c) any systems for storing, receiving, transmitting, processing or checking the images or information obtained by (a) or (b); and
- d) any other systems associated with, or otherwise connected with (a), (b) or (c).

**System Operator** - Person or persons that take a decision to deploy a surveillance camera system, and/or are responsible for defining its purpose, and/or are responsible for the control of the use or processing of images or other information obtained by virtue of such system.

**System User** – Person or persons who may be employed or contracted by the system operator who has/have access to live or recorded images or other information obtained by virtue of such system.

## 2. Policy Links

This Service Instruction should be read in conjunction with the following:

Service Procedure 3/12 - Records Management;

Service Instruction 0516 – Information Security.

## 3. Operational Requirement

An operational requirement for each PSNI surveillance camera system must be established by the system operator. Advice can be sought from Security Branch.

Where there is an operational requirement to operate a surveillance camera system not owned by the PSNI checks should be made with the system owner to ensure that the system complies with the requirements

outlined in this Service Instruction. Any variations should be recorded. Advice can be sought from Security Branch. The decision to operate such systems rests with the District Commander/Head of Branch.

#### 4. Standing Orders

Standing Orders for PSNI surveillance camera systems should be prepared by system operators in compliance with the contents of this Service Instruction and the following publications:

[Home Office Surveillance Camera Code of Practice](#) (Adopted as best practice by the PSNI);

[Information Commissioner's Office CCTV Code of Practice](#); and

Standardisation of Standing Orders.

#### 5. Fault/Defects reporting

In the event of a fault/defect in a PSNI surveillance camera system the user or any other person detecting the fault should immediately report details by contacting the PSNI department responsible for its maintenance (Information and

Communication Services – ICS or Crime Operations - Technical Support Unit TSU). Faults/defects in surveillance camera systems not owned but being operated by the PSNI should be reported to the system owner.

#### 6. Suspected Misuse

Any person identifying any surveillance camera system for police purposes being misused should report the matter as soon as possible to an officer of at least Inspector rank. The officer receiving the report should consider the nature of the suspected misuse and deal with the matter in accordance with current procedures. See Service Instruction 0416 – Police misconduct.

#### 7. The Receipt of Complaints Against the Police

All complaints against police about the use of surveillance camera systems for police purposes must be actioned in accordance with current procedures. See Service Instruction 0517 – Public complaints and the role of the Police Ombudsman.

If due to the timing of the complaint the original recording (if such a recording was made) has been deleted but a master recording has been created and is still in existence this master recording must be secured by the officer receiving the complaint and the Police Ombudsman for Northern Ireland must be made aware of its location. If the master recording is part of an ongoing criminal investigation relating to the same incident this must be also retained for the complaint investigation. Only footage relating to the incident which is the subject of the complaint should be reviewed and retained for that purpose.

## **8. Training**

Persons using a surveillance camera system for police purposes should be trained appropriate to the capabilities of the surveillance camera system being used and in compliance with legislation, PSNI policy and local standing orders.

## **Appendix A: Contact Us**

### **Branch Email**

**OTDU@psni.pnn.police.uk**