



Epsom & Ewell Borough Council

Body Worn Camera Operational Procedure

1. Introduction

- 1.1** This document sets out the Council's Policy and Procedural Guidelines for the use of body worn CCTV cameras by civil enforcement officers (CEO's) and car park duty staff*. It will enable CEO's to comply with the relevant legislation relating to video recording in a public place and outline the associated benefits to them. It also documents best practice procedures with regard to legislation, integrity of data, images and video as well as its security and use.

*For the purposes of this document a reference to a CEO's will include both civil enforcement officers and car park duty staff.

- 1.2** The use of the body worn camera can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse towards CEO's and the provision of evidence to support police investigations or complaints made by the public.
- 1.3** Body worn cameras are provided solely for the use indicated in the code of practice. It will be used in an overt manner with a clear verbal warning being given that a recording is taking place.
- 1.4** The uses of body worn cameras, and what they will not be used for, are set out in the accompanying Code of Practice.

2. Legislation

- 2.1** The integrity of any video data recorded will be considered in accordance with the legislation, policies, procedures and guidelines set out in the Code of Practice.

3 On Street Operational Guidance and Best Practice

3.1 Training

All CEO's will receive full training in the use of the body worn camera. 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. Newly appointed officers may be shown approved footage recorded by body worn cameras as an example of best practice.

3.2 Daily Use

Recordings will not commence until the CEO has issued a verbal warning (if safely able to do so), of their intention to turn on the body worn camera. The exception for circumstances where staff would not issue a warning is in the Code of Practice Section 3.1.

Recordings will not be made whilst performing normal patrolling duties unless a specific incident occurs as outlined in 3.4

All recordings will be held securely.

Access to recordings will be restricted to authorised personnel as indicated in the Code of Practice, Legal Services and HR.

The responsibility for the security of the body worn camera rests with the Head of Customer Services and Business Support and the Parking Manager. If a body worn camera is lost, stolen or damaged it must be reported immediately to the Head of Service so an investigation can be mounted.

3.3 Start of Shift Procedure

At the commencement of each shift each CEO will be assigned a body worn camera. They will ensure it is fully functioning and inform the duty officer if it is malfunctioning.

3.4 Recording

Recording must be incident specific. CEO's must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents. For the purposes of this guidance an incident is defined as:

- An engagement with a member of the public which in the opinion of the CEO is confrontational, and where they believe they may be subject to physical or verbal abuse.
- The CEO is approached by a member of the public in a manner perceived as aggressive or threatening

At the commencement of any recording the CEO should, where possible, make a verbal announcement to indicate that recording has been activated.

The purpose of issuing a verbal warning is to allow a member of the public to modify any unacceptable confrontational or aggressive and threatening

behaviour. If, at any time during an incident, the CEO considers that the use of the body worn camera or a verbal warning is likely to inflame the situation the CEO may use discretion and withdraw from the incident.

A specific form of words to be used in any warning to a member of public has not been prescribed, but a CEO should use straight forward speech that can be easily understood by those present, such as:

‘I am wearing a camera and I am now recording’.

3.5 Playback

CEO's will need to be fully aware of the legal implications once digital images have been recorded. If they wish for an authorised officer to view a recording as part of an investigation they should make clear which incident is to be viewed by identifying the time of the recording and the allegation involved.

Any request to view captured video by a member of the public, will need to be made in writing to Epsom & Ewell Borough Council. The Council would then need to consider the request in accordance with the policies for data protection.

3.6 End of Shift

CEO's are responsible for returning the body worn camera to the charging device at the end of shift and make the duty officer aware of any recorded incidents that require further investigation.

3.7 Storage of Data

All recorded footage will be uploaded to a secure Epsom & Ewell Borough Council ICT system by an approved officer.

All retained data will be kept until all investigations have been completed or a prosecution has taken place. If no action is taken all recorded footage should be destroyed after 31 days.

3.8 Authorised Personnel

Chief Executive

Chief Operating Officer

Head of Customer Services and Business Support

Parking Manager

Parking Operations Supervisor

HR and Legal if required for a specific investigation

I agree to use this body worn camera and /or the recorded data in accordance with the Code of Practice and this Operational Procedure

Signed by:

Print Name:

Job Title:

Date: