

Code of Practice for Operation of
CCTV Enforcement Cameras in the
(London Borough of Brent

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1 Introduction

The introduction of enforcement of traffic regulations by CCTV cameras is one part of a wide-ranging programme of measures to improve the reliability and punctuality of public transport, reduce congestion and pollution. The aim of most traffic management measures, such as bus lanes and parking regulations is to give priority to certain groups of road users by excluding others during prescribed hours. The introduction of CCTV monitoring of traffic regulations is intended to reduce the level of contraventions and so reduce delays on the highway network.

An essential and integral part of any CCTV system is a Code of Practice, which sets out the objectives of the system and the rules by which it will be operated. This Code of Practice ensures that issues such as privacy, integrity and fairness are properly dealt with and it is hoped that it will give the public confidence in the scheme.

2 The Legal Framework

This traffic CCTV monitoring scheme operates under the authority of the Road Traffic Act 1991 and the London Local Authorities Acts 1996 and 2000. These Acts allow a London Local Authority to install structures and equipment on or near a highway for the detection of contraventions of the Traffic Regulation Orders contained in Schedule 2, and to use the information, provided by the use of a prescribed device, to serve a Penalty Charge Notice (PCN) on the owner of a vehicle which contravenes the Traffic Regulations. A prescribed device is a device specified in an Order by the Secretary of State at the Home Office.

The system will be operated with due regard for the Data Protection Act 1998 and any subsequent data protection legislation. The operation of the CCTV will be duly registered if it falls within the scope of future Data Protection legislation and a statement to that effect included in the annual report and this Code of Practice will be amended accordingly.

Operation of the system will also take full account of the Road Traffic (Parking Adjudicators) (London) (Amendments) Regulations 1998, which amends the Road Traffic (Parking Adjudicators) (London) Regulations 1993, and of all Regulations stipulating equipment which is prescribed for this purpose.

Records of owners of vehicles, which contravene traffic regulations, will be obtained in accordance with the Driver and Vehicle Licensing Agency enquiry procedures.

All data shall be processed fairly and lawfully and the operators of the system will ensure that appropriate security measures shall be taken against unauthorised access to, alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.

3 Commitment and Responsibility

The ALG Transport & Environment Committee supports this Code of Practice and the CCTV monitoring scheme, which it regulates. Permission to operate the scheme will be granted only to London Local Authorities, which commit to, and take responsibility for its fair, legal and widespread implementation and to its maintenance, review and improvement as appropriate within this Code of Practice.

Within this overall framework for London individual Local Authorities will operate separate monitoring schemes in conjunction with the local Police and other partners. The addresses of

the Authorities responsible for operating these particular schemes are given in Schedule 1 paragraph 1.

4 Code of Practice

4.1 Key Purpose of Code

This Code of Practice has been drawn up to ensure that the use of CCTV to monitor traffic is consistent throughout London and in accordance with current best practice. The Code ensures that issues such as privacy and integrity are properly respected. The use of CCTV in public places must take place in accordance with the advice and guidelines issued by the Home Office, Police Scientific Development Branch, Local Government Association, Office of Data Protection Registrar, the Local Government Information Unit, CCTV User Group.

4.2 Availability of the Code to the Public

Copies of this Code of Practice are publicly available in accordance with the Local Government (Access to Information) Act 1985. The Code can be inspected at many addresses throughout London – the most local are given at Schedule 1 paragraph 2.

4.3 Monitoring and Review of Code

The Operation of this Code will be regularly reviewed by each of the London Local Authorities operating CCTV monitoring. Each will prepare an annual report, which will be presented to the appropriate Committee within the Authority. These reports will be made available for public inspection at the address given in Schedule 1 paragraph 3.

The ALG Transport & Environment Committee will also monitor the scheme in respect of its wider operation across London and incorporate a review within the annual report of the Traffic Adjudicator.

4.4 Changes to Code

It is intended that this Code will be amended as necessary to ensure that it continues to reflect current best practices. Changes to the Code will be classified as minor and major.

Minor changes may only be made after the agreement of senior representatives of all parties concerned in the operation of the local scheme concerned. Changes of nominated Officers and of Areas of Application are minor changes.

Major changes may only be made with the authority of the ALG Environment & Transport Committee.

Any change, which affects more than one scheme and any change to this Code of Practice or to the type of equipment to be used in any scheme, constitutes a major change.

4.5 Detailed Objectives of Code

The Code of Practice has been designed to meet the following detailed objectives: -

- To satisfy the community over the competence and honesty of the system and its operators
- To reassure the community over the privacy of private areas and domestic buildings
- To ensure that operating staff are aware of and follow the correct procedures in the case of an ‘incident’

- To use cameras as a deterrent to improve driver compliance with traffic regulations
- To facilitate the detection and prosecution of offenders in relation to non-compliance with existing regulations
- To assist with achieving the key objectives of other town centre CCTV schemes operated by the London Local Authority

4.6 Queries and Complaints about Code

Queries and complaints about this Code or its general operation should be sent to the address given in Schedule 1, Paragraph 4.

Queries or appeals against any specific Penalty Charge Notice (PCN) shall be made to the address shown on that PCN. Further details appear in paragraph 6.3.

5 The CCTV system

5.1 Purpose of System

The primary purpose of the CCTV traffic monitoring system is to ensure the safe and efficient operation of the road network through the detection of contraventions of traffic regulations: -

In order to deter non-compliance with Traffic Regulations the CCTV system enables fully trained staff: -

- To monitor traffic activity in accordance with this Code of Practice and so to deter violation of traffic regulations
- To identify vehicle registration number, colour and type of unauthorised vehicles contravening traffic regulations
- To support the serving of Penalty Charge Notices to the owners of vehicles identified contravening the Regulations
- To record quality evidence of each contravention to ensure that representations and appeals can be fully answered
- To enable timed and dated pictorial evidence of such unauthorised driving or stopping to be produced for adjudication or as information to the owner of such vehicles
- To enable the immediate despatch of a Parking Attendant and towaway truck for targeted enforcement of vehicles contravening traffic regulations.

The system is intended to view activity on public carriageways and footways. It will not be used to invade the privacy of any persons in domestic, business or other private premises, buildings or land. Safeguards and instructions to operators exist to prevent cameras being focussed on people's homes, gardens or other private property. It is a disciplinary offence for operators to breach these instructions.

Surveillance of any areas which are not public will only be undertaken after written agreement between the Senior Officer named at Schedule 1 paragraph 5 and a responsible person acting on behalf of the owners of the premises.

5.2 Areas of Application

The system may be used to survey any area of carriageway and footway which is marked out in accordance with the Traffic Signs, Regulations and General Directions 1994 or is adjacent to such an area.

5.3 Signs

Information signs to the effect that camera monitoring is taking place shall be displayed in each area covered by the system. The signs will not define the precise areas covered by the field of view of the cameras but will be distributed through out each area at conspicuous locations.

5.4 Description of Equipment

Visible CCTV cameras are securely fixed on rigid mountings at various locations from which they can survey selected Areas of Application. The cameras may belong to the operating Borough or to TfL Street Management. All cameras conform, as a minimum, to strict standards of performance laid down by TfL Street Management. Some cameras can rotate through 360° and all have zoom, pan and tilt capability.

Cameras are connected to a monitoring station by secure analogue data links.

The monitoring station allows the operator to select and view the output from any one of the CCTV cameras in the system at any time and provides controls to pan, tilt and zoom that camera.

Concurrent, twin recordings are automatically made of the camera output viewed by the operator. Recordings are made only on VHS tapes at the rate of 25 frames per second. Alternatively, the twin recording may be made using one VHS tape and one digital medium, with the VHS tape recording 25 frames per second. Each frame is timed (hours, minutes and seconds), dated and sequentially numbered automatically by the monitoring and recording equipment, which shall include a visual counter which resets to zero when the system is initially activated and increments 25 times per second. The recording onto both videotapes or video and digital medium is identical though the digital recording may contain alternate frames only, for the purpose of processing. One tape, or the digital recording, is designated a 'working' recording and the other an 'evidence' tape. Only the VHS recording may be retained as the 'evidence' tape; the roles of the two recordings are described in paragraph 6.4.

The equipment may include a facility to print a still image of any frame recorded on the videotape. The digital image may also be printed. Any printed image must be endorsed with the exact time and date when the frame was captured and its unique number.

The equipment must be synchronised to the 'Rugby' atomic clock, or signal from recognised similar independent output. No dummy cameras are used.

A simultaneous 'voice over' recording may be made, providing the equipment allows a time mark, from the atomic clock or similar, to confirm contemporaneous recording, with the vision track.

The Control Room is equipped with degaussing equipment, which can be used to erase all records on the videotape. Tapes are degaussed before reuse and before disposal. It is recommended that no tape is degaussed and reused more than eleven times.

5.5 Extensions and Changes

The operating London Local Authority can extend or change the 'Areas of Application' covered by the CCTV system after the agreement of senior representatives of all Partners concerned in the operation of the Code in that Local Authority.

Changes to the purpose of the system and to the type of equipment and data links used are major changes. They may only be made in accordance with the arrangements specified in Clause 4 section 4.4.

6 Operation of the System

6.1 Monitoring of Traffic

The system will be operated for the purposes of traffic monitoring. This Code of Practice applies to the use of the system for that purpose only.

Only properly trained and qualified operators will operate the system. The first duty of an operator, at the beginning of a monitoring period, is to log on to the system.

The next duty is to draw 2 tapes from the available tape stock, degauss them if previously used and load them into the recording equipment. Alternatively, one tape and one digital recording medium may be drawn from stock and loaded. The exact time and incremental counter reading will be noted at the start of recording and all other prescribed entries will be made. All components of the equipment will be checked for correct function.

The operator will then start observation of the traffic switching between camera locations in accordance with enforcement plans. At the start and end of each period of use of any camera the operator will 'locate' its field of view. (Directing the camera to unique landmarks and to any adjacent 'bus lane' signs for approximately three seconds each will achieve this.) The operator must move cameras with due regard for the privacy of the individual and must ensure that as cameras are panned, zoomed and tilted that they do not pause on any field of view other than the carriageways and adjacent footways which make up the Areas of Application.

A contravention of traffic regulations will be identified, by monitoring the screen and operating the cameras in real time. The operator must obtain the most effective images of a vehicle and its surrounding circumstances at the time when any contravention may be occurring. Contraventions must be identified at the time when they are committed. Pre-recorded tapes, or digital recordings, will not be studied to identify contraventions committed at some earlier time.

When a non traffic 'incident' is caught on camera operators will follow procedures agreed locally with the Police and other scheme partners. All such incidents are to be fully recorded on a Control Room Log Sheet. An example of this document which, can also be used to record equipment faults, is included in Schedule 3.

The cameras used for this traffic monitoring may be used for more general street surveillance during other times by the Police, TfL or by CCTV systems operated by other Departments of the Local Authority.

Some of the frames captured on the traffic CCTV cameras may also be recorded on Police or other Local Authority systems. These frames will have no role in monitoring traffic contraventions.

When a contravention is observed and sufficient evidence has been recorded the operator will, record the time in hours (HH) and minutes (MM) and sufficient vehicle identifier information in the logbook or by utilising approved audio equipment. The operator will then continue monitoring. An example of the layout for a Camera Enforcement logbook is included in Schedule 4.

At the end of the monitoring period the operator will: -

- Record the exact time and final incremental number
- Rewind, and remove the 'evidence tape'
- Seal the 'evidence' tape in an evidence bag
- Lock the evidence bag in secure storage

6.2 Issue of Penalty Charge Notices (PCNs)

After storing the 'evidence' tape the operator will use the contemporaneous record, or tags on the digital record, to identify the sections of the 'working' recording, which contain possible contraventions.

Each contravention will be reviewed on the working recording to decide whether it is a clear and indisputable contravention. Appropriate details, of the vehicle and circumstances involved in clear and indisputable contraventions, are recorded and registered keeper details obtained. A PCN is then mailed to the registered keeper who is presumed to be the owner.

All PCNs are to be issued within 14 days of the contravention. The PCN 'is deemed to be served' when posted using first class post.

6.3 Representations

Formal representations specifically concerned with the issue of any Penalty Charge Notice (PCN) from this system can only be made once the Enforcement Notice has been issued to the keeper of the vehicle. The Enforcement Notice will seek details of any Police Notice of Intention to Prosecute (NIP) which may have been issued in relation to the same alleged offence.

If the owner is not satisfied by the outcome of such representations, made after the receipt of the Enforcement Notice, there is a further appeal procedure to the independent Traffic Adjudicators provided by the ALG Transport & Environment Committee.

6.4 Retention and use of Evidence

6.4.1 Operator Evidence

The operator's observation of the contravention is the primary evidence of a contravention. The issued Penalty Charge Notice is the operator's declaration that a clear and undisputable contravention has been observed. All records, made during a monitoring period, are retained in secure storage.

6.4.2 Taped Evidence

Taped evidence is retained to support the primary evidence supplied by the operator. All observations, by all operators, are concurrently recorded on twin top quality VHS videotapes, or one videotape and on digital medium. In both recordings every frame is timed and uniquely identified by the incremental counter. One tape is known as the 'evidence' tape and the other tape or digital system is the 'working' recording. All video-tapes, digital tapes or discs, are individually numbered for unique identification

6.4.3 Storage of the 'evidence' tape.

At the end of each recording period the 'evidence' tape is rewound and then immediately removed from the recorder and sealed in an evidence bag. Bag and tape are then placed in secure storage. The 'evidence' tape will only be removed from its sealed evidence bag if;

- it is required for adjudication evidence
- it is no longer required for evidential purposes

A complete record is kept of every movement of every 'evidence' tape. This begins when the tape is placed in the recorder prior to a monitoring period and ends when it is released from secure storage and magnetically erased prior to reuse.

An 'evidence' tape is released for reuse when all contraventions recorded on it have been fully processed.

6.4.4 Use and storage of the 'working' recording

At the end of each monitoring period the 'working' recording is used to review potential contraventions as described in paragraph 6.2. Thereafter the recording is placed in secure storage. The 'working' recording will only be removed from storage for the following purposes: -

- to generate still images or on screen prints or photographs
- for viewing under strictly controlled conditions as defined in para 6.4.6
- for copying or release to third parties under the circumstances defined in para 6.4.5
- for monitoring purposes to obtain statistics on the performance of the scheme
- for the purpose of additional monitoring

A complete record is kept of every movement of every 'working' recording. This begins when the tape, or disc, is placed in the recorder prior to a monitoring period, covers all uses and ends when it is released from secure storage and magnetically erased prior to reuse, or destruction.

A 'working' recording is released for reuse, or destruction, when all contraventions recorded on it have been fully processed.

6.4.5 Ownership, copying and release of Recordings

All recordings are the property of the Authority operating the scheme and may not be copied or released from the Control Room without the formal written agreement of the Senior Officer nominated in Schedule 1 para 5. A copy of the section of a working recording, relevant to a particular contravention, will be released only for the following purposes: -

- To the Parking Appeal Service
- To the Police
- To Lawyers acting for appellants in Traffic Appeals
- To Lawyers acting for defendants/victims in connection with criminal proceedings
- To a third party prosecuting authority, such as Customs & Excise or the Health & Safety Executive.
- By court order, in connection with civil proceedings
- In the case of VHS video, to be magnetically erased and incinerated after 11 cycles of use.

Recordings (or copies of a section of a recording) will only be released over signature to responsible officers of the above organisations after proof of identity. Recordings (and copies of recordings) which are released remain the property of the Local Authority. Any recording

released to the Police will be dealt with by the Police as an exhibit and shall not be used for anything other than the purpose specified and identified when released to the Police.

The Local Authority will provide the Police with a statement confirming the integrity of the recording, if required for evidential purposes.

Under no circumstances will recordings be made available to members of the public or to media or other commercial organisations.

Recorded material will only be used for the purposes defined in this Code of Practice and will only be accessed as defined in this Code of Practice. In no circumstances will recorded material (or any copies or still prints generated from it) be sold or lent for any purpose other than those described in this paragraph. Copyright of all recorded material and stills printed from such material remains totally with the operating Authority.

6.4.6 Viewing of Video Tapes or other recording medium

Viewing of videotapes, or other recording medium, will only be permitted with the formal written agreement of the Senior Officer nominated in Schedule 1 para 5. This will only be given as an alternative to releasing a recording to one of the parties nominated in paragraph 6.4.5 or

- to support the issue of a PCN
- as part of internal audit, review or disciplinary procedures
- as part of the training process for Control Room staff.

Viewing will only take place in a secure viewing area. It will be supervised by, properly qualified, Control Room staff. Only the 'working' recording will be viewed. 'Evidence' tapes will not be viewed.

The person supervising the viewing must enter full details of the event in the Control Room Records including: -

- time, date and location of viewing
- the serial numbers of all tapes or discs viewed, the sections of those tapes or discs which were viewed (using the start and finish frame numbers)
- the reasons for viewing each tape or disc
- details of the people present at the viewing.

The event will also be entered into the individual history of each tape or disc viewed.

These records will be subject to regular audit.

6.4.7 Still Images

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A still image is a print onto paper of the picture held on a single field or frame of the videotape or digital recording. The prescribed equipment will be used to generate these still images and each image produced will contain its unique frame number and the time (HH MM SS) and date (DD MM YY) of the occurrence.

Still images will only be generated at the discretion of the Senior Officer named at Schedule 1 para 5 and only for the following purposes;

- either a hard copy image of a contravention (as defined by the appropriate Regulations or legal Traffic Orders) needs to be provided

- or the Police, or other organisation approved by the operating Authority, request such an image with detailed written reasons for their request.

Each still image will be given a unique serial number and will be logged and accounted for at all times. Still images will only leave the Control Room when requested by the recipient of the relevant PCN or signed out as evidence in the possession of the Police or other organisation listed in para 6.4.5.

A still image may be supplied to a person who has received a PCN to support that PCN. Supply is at the discretion of the Senior Officer named at Schedule 1 para 5 and a reasonable charge may be made for supplying the image. The image then becomes the property of the person who received the PCN.

All other still images will remain the property of the operating Authority. Still images may not be copied or released from the Control Room without the formal written agreement of the Senior Officer nominated in Schedule 1 para 5.

Still images, which are no longer required, are to be destroyed in the Control Room and the destruction of each image will be recorded in the Control Room records.

The procedure for production, release and destruction of still images will be subject to regular audit.

6.5 Guidelines for Appeals

6.5.1 The Appeal Form

An appeal form must be enclosed with every Notice of Rejection of Representations issued by the Council.

The official use box must be completed by an authorised official of the Council. This must state the PCN No, the Vehicle Registration Number, the name of the keeper to whom the Notice of Rejection was sent and the date the Notice of Rejection was sent. This information must be completed for an appeal to be registered and enables the appeal service to check that the right person is lodging an appeal and that it has been submitted in time.

6.5.2 Evidence

The following items will be required as mandatory evidence by the Traffic Adjudicators:

- a) Authorised Officer Witness Statement - A declaration that at the time the contravention was observed the monitoring and recording equipment used was of a type approved by the Secretary of State and was in full working order at the time. Examples of Authorised Officer Witness Statements that should be used for bus lane contraventions and parking contraventions are included in Schedules 5 and 6 respectively. The Authorised Officer Statement also includes details of the evidence that is being produced (e.g. stills from video recording) and confirmation that these were produced in accordance with the Code of Practice. In order for the Authorised Officer to sign the declaration reference should be made to the Control Room Log Sheet to determine the status of the equipment at the time at which the contravention was witnessed. An example of a Control Room Log Sheet is included in Schedule 4.
- b) Copy of the Penalty Charge Notice

- c) A case summary - This should include the relevant part of the regulation allegedly contravened and deal with any exemption claimed by the appellant.
- d) Copy of the Enforcement Notice
- e) Copies of any representations made and all correspondence
- f) Copy of the Notice of Rejection
- g) Colour Images of the Offence - The image must show the context of the offence and the identification of the target vehicle. All pictures must display the location, date and time of the offence. The Adjudicators do not expect to require production of the video evidence other than in particular cases where there is a strong conflict of evidence. If the Council decide to produce video evidence to the Adjudicators, they must also supply the appellant with a copy. The video for the Adjudicators must be in a type approved by the Head of the Traffic Adjudicators Office, however, the video for the appellant must be in VHS format. Even if the appellant has already viewed the Council's recorded evidence of the contravention, the Adjudicator would expect to see photographs in evidence. A copy of the photographs would therefore have to be served on the appellant. A digital photograph would be acceptable, providing that the accompanying statement explains that it is a digital photograph, taken by an approved device, a true copy, not enhanced etc.
- h) Certificate of Service - The evidence submitted to the Traffic Adjudicators must be accompanied by a certificate confirming that the appellant has been sent copies of the evidence submitted to the Adjudicator not less than 7 days before the hearing (as required by schedule 1, section 7 (6) of the LLAA 1996). Adjudicators have also indicated that this requirement is in line with the requirements of Article 6 of the Human Rights Act 1998. The evidence copied to the appellant must be in the same format as that submitted to the adjudicator

The list above is not exhaustive. As in any case before the Traffic Adjudicators, the Adjudicator may ask for other forms of evidence not mentioned above. The Councils will be given at least 21 days notice to submit evidence for Appeals. The evidence must be with the Traffic Adjudication Office 7 days before the hearing date.

6.5.3 Adjournments

The Adjudicators have indicated that they will usually allow one 14 days adjournment of a postal case. They have therefore delegated authority to the Proper Officer's staff to deal with such requests, which should be sent in writing for the attention of Elena Barilone/Mamawai Conteh. Applications for adjournments for longer periods for postal cases or for personal cases must be made in writing with reasons to the Adjudicator.

6.5.4 Witness Attendance at an Appeal Hearing (Bus Lane Appeals)

Paragraph 7 (6) of Schedule 1 of the London Local Authorities Act 1996 relating to bus lane contraventions, states that documentary evidence as described above will not be admissible if the appellant, not less than 3 days before the hearing (or such other time specified by the Adjudicator) serves a notice on the Council requiring attendance at the hearing of the person who signed the document. The Adjudicators have taken this to mean that if the appellant does not accept such evidence as provided in written or photographic format by the Council, and if the Council wishes to proceed with the appeal, the person who provided the evidence may

have to attend the hearing. The Council must inform the appellant that he/she can require the attendance at the hearing of the person who signed the Authorised Officer Witness Statement. The Adjudicator may also direct the attendance of a witness at a hearing if he considers it necessary. A copy of the suggested wording, which should be used to inform the appellant that they have the opportunity to request the attendance of the person signing the Authorised Officer Witness Statement is included in Schedule 7. This paragraph should be included in the Notice of Rejection sent to the Appellant. This requirement only applies to bus lane appeals and does not apply to appeals for parking contraventions.

6.6 Security of Operations

The CCTV traffic monitoring operations will be carried out in a secure and lockable Control Room.

All monitoring, recording and control equipment will be located in this room. All 'evidence' and 'working' recordings witness statements and other records will be stored in secure and locked cabinets within this room or other secure environment.

Visitors may only access the Control Room when authorised by the Senior Officer named in Schedule 1 para 6.

A logbook will be maintained in the Control Room in which details of all events and visits will be entered.

If the Control Room is left unattended for any time or for any interval, no matter how short, the tape, disc and record storage cabinets and the recording equipment and its controls must be securely locked and inaccessible to any unauthorised person. Any alternative secure storage room must be subject to the same conditions of attendance.

Technical, maintenance and repair work will only be carried out under the supervision of a responsible officer of the Borough.

6.7 Procedures Manual

A Control Room Procedures Manual listing duties, responsibilities and procedures to be followed will be available in the Control Room at all times. Access to that manual shall be restricted to officers who have responsibility for operating the system. The manual will be regularly updated to reflect current agreed practice.

7 Operating Personnel

7.1 Responsibilities

Management responsibility for the operation of the system and observance of this Code of Practice resides with the Officers listed in Schedule 1 Para7.

All staff operating the system will be responsible for working in full accord with this Code of Practice and the Control Room Procedures Manual. They will be subject to their employer's normal disciplinary procedures and will sign an acknowledgement that they have been trained in and understand the Code of Practice and the Procedures Manual. Breaches of this Code of Practice or of the Procedures will result in disciplinary action.

7.2 Selection and Training

All personnel permitted to operate the System will be selected in accordance with the Employer's Standard Recruitment Procedures for personnel who are obliged to work to rules of confidentiality.

They will be fully instructed in their responsibilities and role in operating CCTV.

Training will include: -

- all aspects of this Code of Practice
- all aspects of Control Room Procedures
- all aspects of equipment operation
- system audit procedures
- issue of PCNs
- knowledge of the areas of application in the Borough
- the necessary underpinning knowledge of Traffic Law
- Health & Safety

Full records of training and of assessments of competence will be kept according to the Employer's Standard procedures.

Operators will only be permitted to operate the system unsupervised when they have proved their competence according to the Employer's Standard Procedures.

Schedule 1 – Particulars of Operating Authorities

1 Authorities responsible for the Scheme in the London Borough of Brent

London Borough of Brent

**Authority with Overall Responsibility for CCTV Enforcement
throughout London.**

ALG Transport & Environment Committee

2 Local Addresses at which the Code of Practice can be inspected

**Brent House,
349 – 357, High Road, Wembley, HA9 6BZ**

3 Addresses at which the Annual reports on the scheme may be inspected

**Brent House,
349 – 357, High Road, Wembley, HA9 6BZ**

4 Address to which queries and Complaints about the scheme should be sent

**Brent House,
349 – 357, High Road, Wembley, HA9 6BZ**

5 Senior Officer who can authorise copying and release of tapes

Director, Highways & Emergency Operations

6 Senior Officer who can authorise access to Control Room.

Director, Highways & Emergency Operations.

7 Officers responsible for operation of the system and observance of the Code of Practice

(a) Overall responsibility (b) Responsibility for day to day operations

(c) Responsibility for Training

(a), (b) & (c) The Parking Manager, L. B. Brent

8 Address at which the CCTV monitoring Code of Practice may be inspected.

**Brent House,
349 – 357, High Road, Wembley, HA9 6BZ**

Schedule 2 Traffic Regulation Orders relevant to this Scheme

<u>Name of Traffic Regulation Order</u>	<u>TMO Ref. No</u>
<u>The London Borough of Brent (Bus Priority) (No. 1) Traffic Order, 1999</u>	<u>TMO 1</u>
<u>The London Borough of Brent (Bus Priority) (No. 1, 1999) (Amendment No. 2) Traffic Order, 2000</u>	<u>TMO2</u>
<u>The London Borough of Brent (Bus Priority) (No. 1, 1999) (Amendment No. 1) Traffic Order, 2002</u>	<u>TMO 3</u>
<u>The Brent (Various Roads) (No. 1) Experimental Traffic Order, 2002</u>	<u>TMO 4</u>

<u>Length of Road</u>	<u>TMO Ref . No.</u>	<u>Schedule Number</u>
High Road (Harrow Road), Wembley north side, between a point 2 metres south-west of the common boundaries of 622 and 624 Harrow Road, Wembley and a point 7 metres south-west of the south-western kerb line of Lancelot Road.	TMO 2	1
Harrow Road and High Road, Wembley the north side, between a point opposite the party wall of 588 and 590 High Road, Wembley and a point 7.50 metres south-east of a point opposite the south-western wall of 19 to 30, Rokesby Place.	TMO 4	1
High Road, Wembley the south side, between a point 3.50 metres west of a point opposite the party wall of 354 and 356 High Road and a point opposite the party wall of 391 to 393 High Road	TMO 4	1
Harrow Road, Wembley, south-west side, between a point opposite the party wall of 163 and 165 Harrow Road and a point 1.50 metres north-west of a point opposite the party wall of 287 and 289 Harrow Road.	TMO 4	1
Harrow Road, Wembley the north-east side, between a point 1.50 metres south-east of a point opposite the south-eastern wall of 18 Harrow Road and a point 3.50 metres south-east of a point opposite the party wall of 222 and 224, Harrow Road	TMO 4	1
Craven Park the south-west arm, the north-east side, from a point opposite the common boundary of 27 and 31, Craven Park to the south-easternmost wall of 7, Craven Park.	TMO 3	1
Manor Park Road the north-east side, from a point 25 metres north-west of a point opposite the party wall of 58 and 60 Manor Park Road to a point 14 metres south-east of a point opposite the party wall of 34, Manor Park Road and SA Hall, Manor Park Road.	TMO 3	1
Kilburn High Road between a point opposite the party wall of 69 and 71, Kilburn High Road and a point 3 metres south-east of a point opposite the party wall of 123 and 125, Kilburn High Road.	TMO 1	1

Schedule 3
CAMERA ENFORCEMENT
Control Room Log Sheet

Date : _____

Name of Camera Operator	Camera Number	Camera Location	Start Time	Finish Time	Comments / Equipment Faults

Name of Control Room Supervisor.....

Signature.....

Schedule 4

Example CCTV Enforcement Log

Date..... Camera Operator..... Sheet No.....

Table with 8 columns: Time, Location, Camera, V.R.M., Make, Colour, Input, D Check. It contains five rows of vehicle data and many empty rows.

Schedule 5

Authorised Officer Witness Statement (Bus Lane Contraventions)

[Appellant] v [Council]

PATAS Case No:

PCN No:

I, [Name] am an authorised officer of [X] Council.

This statement is true to the best of my knowledge and belief. I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything that I know to be false or do not believe to be true.

I produce in evidence in the above case [details of evidence being produced e.g. stills from video]. I certify that these were produced [describe circumstances in which they were produced: e.g. stills from a video recording made by a CCTV camera located at wherever on such a date.]

I further certify:

1. that this/these was/were produced in accordance with the Code of Practice for the Operation of CCTV Enforcement Cameras;
2. that the monitoring and recording equipment used at the location and time specified is a prescribed device of a type approved by the Secretary of State for the purposes of paragraph 7 of the London Local Authorities Act 1996 (as amended);
3. that, to the best of my knowledge and belief, all conditions subject to which approval was given were satisfied.

[Describe what the evidence shows]

Signed.....

Name..... Position.....

Schedule 6

Authorised Officer Witness Statement (Parking Contraventions)

[Appellant] v [Council]

PATAS Case No:

PCN No:

I, [Name] am an authorised officer of [X] Council.

This statement is true to the best of my knowledge and belief. I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything that I know to be false or do not believe to be true.

I produce in evidence in the above case [details of evidence being produced e.g. stills from video]. I certify that these were produced [describe circumstances in which they were produced: e.g. stills from a video recording made by a CCTV camera located at wherever on such a date.]

I further certify:

1. that this/these was/were produced in accordance with the Code of Practice for the Operation of CCTV Enforcement Cameras;
2. that the monitoring and recording equipment used at the location and time specified is a prescribed device approved by the Secretary of State under Section 3 of The Road Traffic Offenders (Additional Offences and Prescribed Devices) Order 1997;
3. that, to the best of my knowledge and belief, all conditions subject to which approval was given were satisfied.

[Describe what the evidence shows]

Signed.....

Name.....

Position.....

Schedule 7

Suggested wording to be included in the Notice of Rejection for bus lane appeals to notify appellant of their right to request the attendance of the person signing the Authorised Officer Witness Statement

“If you appeal, we will send you a copy of all our evidence as soon as possible. We must provide you with a copy of any video, photograph or digital image that we want the Traffic Adjudicator to consider, at least seven days before the scheduled date of the hearing. We must also send you a certificate as to the circumstances in which the video etc was produced and another that the device used to produce it was approved by the Secretary of State. These certificates will normally be fairly standard. However if you serve a notice on us, not less than three days before the hearing date, we cannot rely on such evidence without the person(s) who signed them attending. The three-day limit may be varied by the Traffic Adjudicator in special circumstances.”

Please note that this notification is only required for bus lane appeals and is not required for appeals for parking contraventions.

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