



CCTV within Custody Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

This procedure should be read in conjunction with CCTV guidance within Authorised Professional Practice (APP) via the link below.

Statement

This procedure is intended to provide a corporate framework for the use of closed-circuit television (CCTV) systems within North Yorkshire Police (NYP) custody premises. All other internal and external CCTV cameras on NYP premises are the responsibility of Area Business Managers.

The systems in custody provide a capability to visually monitor and record movement, actions and events throughout the custody area and provide audio recordings within specified areas.

The benefits of the use of CCTV in custody areas are to:

- bring transparency to the functioning of the custody area
- allow close monitoring of vulnerable detainees, enhancing the capability to care for them appropriately
- provide evidential data, where appropriate

Adherence to this procedure will ensure the integrity of the process of recording, accessing, and storing data.

Procedures:

Review, Retention and Disposal (RRD) of Information Procedure

Other Documents:

APP Detention and Custody CCTV

Process

Governance

Each centralised custody area will have a nominated person with responsibility for ensuring the system is operated in accordance with this procedure.

The custody systems record data on to a hard drive and have a facility to allow downloading of data on to a USB. Training in this process forms part of the contract with the system suppliers and nominated individuals should arrange this to ensure they have the requisite level of knowledge.

The systems allows for footage to be reviewed by all staff working within the suites to allow them to provide appropriate care to detainees.

The systems allow user levels to be allocated to nominated individuals which would allow that user to search, playback and download recorded material. Images cannot be deleted or tampered with and only nominated individuals should have access to these facilities. User levels are accessed via passwords. The system will log the username, password, time and date of any operation within the system. Passwords are to be kept confidential and under no circumstances shared.

The systems are intended to run 24 hours a day without interruption and any unexplained breaks in coverage are to be avoided. The systems have logs within them which record all faults including times, dates, cameras and nature of the fault. If any member of staff becomes aware of a fault with the system then this should be immediately escalated to Estates so that remedial action can be taken to mitigate any risk of images not recording, (out of hours Estates can be E mailed). This process will ensure that verifiable explanations are available should a significant event occur which has not been recorded. Custody staff should be tasked to ensure the system is operational on handover between shifts. Additionally, nominated staff undertake a weekly health check to verify each camera is working.

Access to Recorded Material

This procedure is not prescriptive in identifying the purposes for which requests may be made for the downloading of recorded material; however, it suggested the most likely scenarios are:

- to assist investigations (criminal, civil and internal)
- provide evidence in proceedings
- to assist in the management of the custody function

The CCTV systems have a capability to retain data for at least 90 days and so any requests for recorded data should ideally be made within that time frame. Requests for downloads of data should be made by sending an E mail to the relevant Custody mailbox which is then forwarded to the Custody Manager of the relevant Custody suite for authority for the footage to be downloaded. These requests will be disseminated to the next trained operator to review and action. Each officer authorised to download is also authorised to assess the request and if it fits with the criteria to download the footage, if there is any doubt the request will be escalated to the Custody Inspector

next on duty who will make a final determination. All actions taken on the CCTV system are recorded within the system.

Cameras located at custody desks should always be in 'real time' unless custody staff are reviewing an incident that requires their urgent action.

Once proceedings have been concluded, the data must be stored with case papers and retained for the period of time as directed by the force Review, Retention and Disposal of Information Procedure. This also applies to data downloaded for other purposes.

Maintenance

The custody maintenance contract is held with Mayfair for all custody suites.

Responsibilities

Criminal Justice Department Custody Inspectors

- responsible for application of this procedure for centralised custody suites

Supervision and Command Team

- responsible for monitoring, review and application of procedure