

## **Rotherham MBC Specification for Closed Circuit Television (CCTV) Systems Installed in Licensed Vehicles.**

The following are the minimum criteria that Rotherham MBC expects a CCTV system to meet in order for the system to be considered suitable for installation in a vehicle licensed by the council.

The system shall, as a minimum:

- Meet the current Information Commissioner data protection requirements.
- Be capable of date, time and system identification stamping. When the recorded images are viewed, it must be possible identify the vehicle to which the images relate (for example, by means of a unique reference number added to the recorded images).
- Be capable of recording and storing images for a minimum period of fourteen days.
- Be capable of capturing images that, in low light conditions, must be of sufficient quality to enable identification of any person travelling in the vehicle and be of such quality that they can be used for evidential purposes.
- Be capable of storing images in a manner, which prevents them being removed, downloaded or viewed by the driver or any other person travelling in the vehicle.
- Provide that images are only capable of being downloaded by a system administrator.
- Provide that images are digitally encrypted. De-encryption software required to view the recorded images must be supplied to the Council free of charge before the system is installed in the vehicle.
- Provide that the hard disk or data card is not able to be accessed by the driver or any other person travelling in the vehicle.
- Provide that the data unit is stored separately from the camera(s) and out of view of person travelling in the vehicle.
- Provide that cameras are capable of being fitted in locations that do not affect the safety of any person travelling in the vehicle, and located as securely and discreetly as possible to avoid passengers travelling in the vehicle from tampering with them.
- Provide that, where the system uses a DVD recorder, the system is protected from shock.
- Ensure that the area recorded by the camera does not extend outside of the vehicle.
- Any system must be marked with the EMC [Electro Magnetic Certification], which signifies that it meets the European Industry Standard.
- Be capable of recording audio (in addition to video images) when requested by the driver (ideally the system will have the capability to automatically record audio between predetermined times of day). In addition, the passenger must be able to activate audio recording (independent of the driver, and from the rear of the vehicle if necessary). Once activated, audio must be recorded for a period of 15 minutes.
- The system must operate for 15 minutes after the ignition has been switched off.