

SHAWBURY PARISH COUNCIL

CCTV CAMERA – PROTOCOL

PURPOSE OF THE CAMERA

To obtain evidence of criminal activity, vandalism, anti-social behaviour and criminal damage and to monitor any unusual or unacceptable behaviour which may occur in the areas surrounding the Council Car Park.

To act as a deterrent and to provide some reassurance to members of the public.

JUSTIFICATION

Shawbury Parish Council is committed to working with other agencies in creating a safe, health and thriving community, by delivering positive actions which help to reduce crime, the perception of crime and unacceptable behaviour. The partnership includes West Mercia Police Force, Shropshire Council, The Youth Service, RAF Shawbury and Shawbury Parish Council.

EQUIPMENT

Bosch Security Camera

Digital Video Recorder

Codee

Microwave Radio Link

Flat Screen Monitor

The equipment was supplied by ORP Ltd. West Bulthy, Welshpool and is covered by a maintenance agreement with the same company.

OWNERSHIP

The camera and the recording equipment is owned by the Parish Council but the management of the system will be handled by qualified and registered staff at Shropshire Council's Monitoring Centre based in Shrewsbury. Two Shawbury Councillors will be responsible for making weekly checks on the equipment to ensure it is in working order.

LOCATION

The camera is fixed to the top of the left hand streetlight in the Council car park with the approval of the Diocese which owns the land. Planning approval was applied for and granted.

The camera moves constantly on a circular route covering the car parks, the Village Hall, the playing field, including the play area and sections of Church Street.

The recording equipment is stored in a locked cabinet in the Village Hall, with the approval of the Village Hall Committee on payment of an annual fee.

Keys to the cabinet are held by Shropshire Council, Mrs. Medley, Mr. Roberts and the Parish Clerk.

PROCEDURE FOR ACCESSING RECORDINGS

In accordance with the CCTV Code of Practice, strict control and guidance is followed at all times. Shropshire Council's Monitoring Staff and West Mercia Police are registered as Data Controllers and are the only people who have access to recorded material.

Any suspected unlawful behaviour should be reported to the police and in non-urgent cases this can be done by telephoning 101 or by telephoning or emailing the local police team as follows: Telephone 0300 333 30000 email wemrural.lpt@westmercia.pnn.police.uk. More urgent or serious issues needing immediate attention should be telephoned to the police on 999.

All reports sent to the police will be given an incident number and the officer dealing with the incident will decide if it has taken place within the field of the camera and whether there is a need to access recorded material.

In the case of a serious incident the police may need to gain immediate access to the recording but in less serious incidents an officer will contact Shropshire Council's Monitoring Service giving a name and an incident number with relevant details and ask them to provide a copy of the recording.

In both cases there will be a need to contact Mrs. Frances Medley (Village Hall Secretary) on 01939 250024 to gain entrance to the Village Hall. If Mrs. Medley is not available, Sue Raines the caretaker can be contacted on 07534 164068.

There may be times when the police wish to have access to the recording equipment to carry out surveillance or covert police work

Jack Wilson

Parish Clerk