

Standard Practice for Application of Film Security Cameras in Financial Institutions¹

This standard is issued under the fixed designation F 572; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

^{ε1} NOTE—Section 9, Keywords, was added in November 1994.

1. Scope

1.1 This practice is a guide for use in determining the type (continuous, demand, or special application) of film cameras that can be used adequately in financial institutions. In addition, this practice contains minimum standards to be exercised in the placement and installation of these cameras.

1.2 This practice acknowledges existing references and draws heavily upon them where practical. Those existing references appear at the end of this practice.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Terminology

2.1 Definitions:

2.1.1 *continuous cameras*—cameras which sequentially produce photographs at predetermined intervals and may or may not be activated to operate at a more rapid frame rate.

2.1.2 *demand cameras*—cameras that operate only when activated by an external initiating device.

3. Surveillance Site

3.1 Each site considered for surveillance has its own unique and specific requirements which can vary according to the objectives established. The type of site determines, to some extent, the type of camera used, either demand or continuous (1).²

3.2 Provisions shall be made to ensure that the time and date of photography appear on each frame of film exposed in cameras covering counter lines. This may be done by position-

ing cameras so that their field of view encompass a clock and calendar or by other means.

4. Lens System

4.1 A camera may be fitted with a single or interchangeable lens.

4.2 Each lens is usually marked to indicate its maximum aperture as an “f” number and its focal length in millimetres. In cameras using automatic-exposure control devices and through-the-lens viewing, the “f” number does not always correspond to the maximum practical aperture. Those lenses are marked with a T-stop number.

4.3 Information detailing the horizontal field of coverage should be provided for each lens.

4.4 The following minimum shutter speed settings are recommended:

NOTE 1—Some applications may require adherence to the minimum shutter speed requirements of ANSI/UL983 (2).

4.4.1 *For Cameras Covering Counter Lines*— $\frac{1}{40}$ th of a second.

4.4.2 *For Cameras Covering Exits (direct frontal view)*— $\frac{1}{40}$ th of a second.

4.4.3 *For Cameras Covering Exits (profile view)*— $\frac{1}{75}$ th of a second.

4.5 The camera should have a lens with an aperture of at least f 3.5 or a T-number of 3.5 min.

4.6 The camera mount should have sufficient flexibility so that it may be adjusted over a range of 90° in the horizontal direction and 45° in the vertical direction.

4.7 The camera should be provided or adaptable to a convenient means for establishing proper alignment.

5. Film

5.1 It is recommended that cameras use a film size, both length and width, that is generally available as a stock item from either a security camera dealer or a film manufacturer. Suitable instructions for the loading of film should also be provided.

¹ This practice is under the jurisdiction of ASTM Committee F-12 on Security Systems and Equipment and is the direct responsibility of Subcommittee F12.10 on Security Systems, Products, and Services.

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² The boldface numbers in parentheses refer to the list of references at the end of this practice.

5.2 A continuous camera should have sufficient film capacity, when freshly loaded, to operate for at least 40 h. It is recommended that photographs be made at a rate of three per minute or faster.

5.3 It is recommended that continuous cameras be capable of activation to operate at a sequence speed of at least 1 frame/s under emergency conditions.

5.4 All demand and continuous surveillance cameras should have a film capacity for not less than 3 min of continuous operation at maximum rated speed and an indicator provided on the camera or control unit to show the available supply of unexposed film.

5.5 Film quality and capabilities shall be as described in Section 6.

5.6 An indicator shall be provided on the camera or control unit to show the available supply of unexposed film in the cameras.

6. Performance

6.1 Some cameras are intended to be mounted in a definite position in order to function properly. Cameras should be mounted in accordance with the instructions provided.

6.2 Demand, continuous, and special-application cameras should be installed and adjusted so that recorded images, when processed, will produce paper prints having sufficient clarity to facilitate identification of the suspected individual (see [Appendix X1](#)). To judge the suitability of the photograph for identification, consideration should be given to the ease with which an individual who knows the suspect can identify the suspect (3).

6.3 Before the camera system can be rated as acceptable, paper prints conforming to 6.2 must be produced, and these prints will become part of the permanent record of the financial

institution installing the cameras. The film processing and print-making facilities used in producing the prints shall be indicated and made a part of this record.

6.4 A procedure stating specific location of processing and printing facilities to be used routinely and for emergency work shall be made available with the camera, although its selection and establishment shall be the responsibility of the financial institution.

7. Installation

7.1 Reference should be made to NILECJ Guide 0301.00 for Selection and Application Guide to Fixed Surveillance Cameras (4) for considerations and recommendations relating to camera location. Installations should be in accordance with manufacturer's specifications and applicable codes.

7.2 The vendor of the camera system shall define the type of film or films that will best meet the requirements in 6.2 and 6.3. Furthermore, the vendor shall specify the sources of supply of film and processing and printing facilities that can provide routine and emergency service to the financial institution. The final responsibility for selection of film and processing facility shall be the responsibility of the financial institution.

8. Legal Considerations

8.1 Door decals which announce the presence of security cameras shall be provided. Legal advice regarding invasion of privacy statutes should be sought in the event that these decals are not displayed.

9. Keywords

9.1 camera installation; camera placement; continuous camera; demand camera; film security camera; financial institution camera

APPENDIX

(Nonmandatory Information)

X1. DEFINITION OF IDENTIFIABLE PRINT

X1.1 The task force recognizes the fact that this is a very moot point and believes that it expands on the minimum requirement of the Federal Reserve Board's Regulation P (commonly referred to as the Bank Protection Act) (5). That regulation states that a 1-in. head size must be produced in the paper print; and further, it must be an identifiable head size. In normal practice, prints are examined by bank tellers, law enforcement officials, bank security officers, friends, or acquaintances of the suspect who make an identification. If

identification is not made quickly as in check fraud, copies of the photograph are distributed to other banks along with a description of the suspect's mode of operation. Thus, the procedure is one of exposing the picture to someone who would recognize the subject from the photograph as a result of past or future personal contact rather than attempting to identify the subject by comparing the surveillance photograph with a mass of police department mug shots.