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Business Process Document

CCTV for Stations - Functional, Technical and Operational Requirements

Endorsement & Authorisation

Endorsed by:



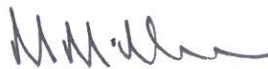
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1 Purpose

The purpose of this document is to provide guidance regarding the functional, technical and operational requirements of CCTV systems at stations. Note that the document is not a prescriptive standard and what is provided at any given location must be determined on the basis of risk assessment at that location.

2 Scope

This document applies to CCTV systems intended to enhance the safety and security of members of the public and staff at National Rail Stations and car parks only. It does not address requirements specific to Driver Only Operation of trains or those related to security of non-public areas.

On-train CCTV systems and requirements for other elements of infrastructure e.g. level crossings, are not included in this document, and will be the subject of further documents in due course.

3 Reference documentation

BSI	Code of Practice for Legal Admissibility of Information Stored Electronically - BIP0008
HMSO	Data Protection Act 1998
HOSDB	PSDB publication 17/94 CCTV Operational Requirements Manual
ICO	Information Commissioner's CCTV Code of Practice
PSDB	Digital Imaging Procedure v1.0
PSDB	ACPO guidance sheet – PSDB publication 09/05 'UK Police Requirements for Digital CCTV Systems'.

4 Definitions

ACPO

Association of Chief Police Officers

ATOC

Association of Train Operating Companies

.bmp

Bit Map

BSI

British Standards Institute

BTP

British Transport Police

CCTV

Closed Circuit Television

DfT

Department for Transport

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DVD

Digital Versatile Disk

FTN

Network Rail Fixed Telecom Network

HDD

Hard Disk Drive

HMSO

Her Majesty's Stationary Office

HOSDB

Home Office Scientific Development Branch (ex PSDB)

ICC

Integrated Control Centre

ICO

Information Commissioner's Office

LUL

London Underground Limited

PSDB

Police Scientific Development Branch

PTZ

Pan Tilt and Zoom

Rotakin

Test target used to measure system performance

SO13

London Metropolitan Police Anti-Terrorist Branch

TRANSEC

Transport Security and Contingencies Directorate within the DfT

5 Introduction and Background

Station based CCTV has been widely employed by Network Rail and Train Operators as a means of protecting the safety and security of the public and staff and as a tool to assist in the general management of stations and train operations.

However, given the structure of the industry post-privatisation and the absence of any prescribed national rail industry standards it is inevitable that station based CCTV is characterised by a variety of stand alone systems with little or no consistency or compatibility between them.

The rapid progress of technical developments, along with changes to franchises, has often meant that such inconsistencies are apparent not just between different train operators but

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also internally within an individual train operator between systems used at different groups of stations.

The terrorist attacks in London in July 2005 and unprecedented demand for access to CCTV recordings as part of the subsequent police investigation served to highlight not only the problems inherent in such inconsistencies but also the general inadequacy of existing systems to support such requirements in terms of the quantity, quality, ease and speed of access of recorded data.

In addition to this, the report of the Transport Committee of the London Assembly 'Crime and Safety at London's Suburban Railway Stations' (published January 2006), which considered CCTV provision along with other factors, is highly critical of the current situation, the Chairman's Forward summarising their concerns thus:

'We were disappointed to learn that closed circuit television systems are often not monitored and do not connect to the comprehensive systems now operated by local authorities. Often the technology does not permit them to work together and glaring loopholes are left in the security net. We strongly recommend that the rail operators and local councils coordinate their activities more effectively in future.

It is to address these issues that the rail industry, in conjunction with the BTP, TRANSEC, DfT, SO13 and LUL, has produced this guidance note to define recommended guidelines for CCTV security systems at stations.

Section 7 provides recommended functional requirements of a CCTV system designed to meet general rail industry operational needs and in particular support and aid police investigation and detection of both terrorist activity and general crime. It is recommended that when deciding upon the functional capability of a CCTV system, the clauses of section 6 are considered in the context of a risk assessment.

Once the functional requirements have been defined it is suggested that the guidance in sections 8, 9, 10 and 11 is followed. The information in these sections is applicable to all systems, irrespective of the extent of functionality chosen;

Section 8 provides guidance on key design issues to be addressed in order to ensure effective CCTV deployment;

Sections 9, 10 and 11 provide guidance on system management, day-to-day system operation and routine maintenance.

Following the guidance in this document may assist train operating companies and Network Rail towards achieving a more safe and secure environment.

It is intended that a full technical and operational guidance note will be produced to support the information in this document, covering items such as system cross-compatibility, human factor issues, training and competence and product specifications.

The BTP at both Area and HQ level are able to assist at every stage of the process.