



EVIDENCE GATHERING CAMERA POLICY

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Evidence Gathering Camera Usage Policy

When a team member is deployed with an Evidence Gathering Camera (EGC) the team member will be reminded of this usage policy for the deployment of EGC. The team member should check that the camera is in working order and report any faults immediately to their Supervisor/Line Manager. Any faults must then be recorded by Security Radio Control with details of the perceived fault and an estimation of the time required to fix and return the EGC back to service. If the EGC is unusable then this should be recorded by Security Radio Control.

1. When called to respond to an incident or when already present at a standard customer interaction and this develops to represent a threat to safety, an Incident Response Team (IRT) that have the use of an EGC should switch the device on.
2. Body Worn EGC devices show clear signs of recording via the forward facing display screen as well as the presence of an indicator light at the top of the unit. Any team member issued with the Body Worn EGC should (if possible to do so given the restrictions of the incident) visually confirm the unit is recording after the attempt to activate it.
3. All team members present at an incident regardless of their position within Vespasian Security hierarchy have the right to instruct all EGC devices present to be switched on.
4. EGC held by CSS should be stood a sufficient distance from any incident to gain a wider picture of the incident encompassing the IRT involved. If residual sound levels allow, the EGC should move close enough to record any verbal exchanges between any Vespasian team members and the customers in question.
5. CSS who are operating handheld EGC should avoid becoming verbally involved in the situation being filmed and concentrate on ensuring the device collects as much visual and audio evidence as possible.
6. EGC operators should be aware that the use of the device can cause the operator to be a target of aggression from incident protagonists and/or bystanders. EGC operators should therefore be careful to maintain their

peripheral vision and a safe distance from individuals circling or joining the situation.

7. EGC devices should remain filming until there is a resolution of the incident. If the team involved in the incident hands over to another team, the EGC should remain filming until the new team has activated their EGC. If the new team has not got the use of a EGC the operator should remain with the new team until the individual has either, amicably agreed to alter their behaviour and accept the intervention of the IRT or has left the premises or been handed over to the Police or been spoken to by Vespasian Senior Operations Team and then released back into the event. This includes the individual being escorted to medical or welfare locations and those relevant teams give the permission to film due to the threat to safety.
8. EGC devices should remain filming until a Vespasian Senior Operations Manager gives instructions to cease filming. A request can be made by an EGC operator or radio holder within a team containing an EGC operator for permission to stop filming but this can only be done once the incident has reached a resolution.
9. Once filming has, ceased battery levels and recording time capacities on the EGC device are to be checked to ensure the ability for the camera to be activated for any future incidents.
10. In the event of an EGC battery or recording capacity running down below acceptable levels during an incident, the operator should state this verbally so the EGC can record the fact and if possible note the time of the statement.
11. In the event of an EGC battery or recording capacity running down below acceptable levels, where reasonably practicable to do so, the EGC operator should return to Security Control to switch the necessary resources as soon as possible.
12. At the end of a shift performed by an EGC operator the device should be handed back to Security Control and the time recorded and any device faults noted. Any incident reports should be completed at this point with the fact that the EGC was activated.

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