

# Closed Circuit Television (CCTV)

## Where to use

- After hours or surveillance of areas which have little or no natural surveillance from passing motorists, pedestrians or staff/volunteers.
- Areas at risk to vandalism, graffiti or other criminal offences
- High-risk areas such as computer rooms or cash handling areas that are not adequately protected by staff/volunteer surveillance
- Entrances, exits, inside of the premises, etc.

## Equipment consideration

- Cameras - quality digital lenses provide quality images
- Video recorders/computer hard drives - connected to camera/s, continually recording and stored in a secure room
- Copying facilities - to provide police with a copy of recorded footage
- Signage - clearly displayed reminding visitors/customers that all activity is being recorded
- Monitors - placed in a prominent position easily observable by staff/ volunteers.

## CCTV at night

Depending on the system in place CCTV after hours can have limited potential, due to dark images and the greater potential for disguises. Having an alarm activated and monitored CCTV system can provide confirmation of unwanted activity.

## Positioning of cameras

- At places where the offender/s are most likely to have to pass or want to access, such as building entry/exit points, cash registers, rear storerooms or areas where high value items are kept
- Clearly visible if seeking to deter potential offenders
- Placed at a height that captures a full view of the offender's face whilst not being obscured by other interferences
- In areas where image capture will not be compromised by insufficient lighting.

For CCTV to be useful for police purposes, the largest possible facial image of an offender is required. The usefulness of facial images captured is largely dependant upon the quality of cameras used and placement of cameras. Do not position cameras at heights that only provide vision of the top of a persons head.

It is important that staff/ volunteers know how to operate security equipment and that it is tested and checked regularly.



## Private Security

When selecting a security firm, ensure that the firm is registered with your local Police Force. To check whether a security company is registered, refer to your local Police website or alternatively contact your local Police station directly. It is advisable to select a company that has an established reputation for quality service.

To check whether a company is reputable, you can enquire with them about their professional accreditations and associations with peak body regulatory agencies such as the Australian Security Industry Association Ltd (ASIAL) that offer complaint resolution processes for concerns about unsatisfactory or defective work [www.asial.com.au](http://www.asial.com.au)

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