

# ASTPKC21

## Carry out parking and traffic enforcement using CCTV



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### Overview

This unit defines the national standard of occupational competence for using CCTV systems and to carry out parking and traffic enforcement. This unit therefore sets the standard for you to: -

1. Prepare to carry out parking and traffic enforcement using CCTV (Element PKC 21.1)
2. Use CCTV to carry out parking and traffic enforcement (Element PKC 21.2)

Before using CCTV systems and equipment, you should make sure it is available and working properly and, if necessary, adjust it for best performance.

You must be able to recognise contraventions or offences that should be enforced following your organisation's instructions and guidelines. You should also know the capabilities and limitations of the equipment and how to get the best out of it.

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### Performance criteria

#### Prepare to carry out parking and traffic enforcement using CCTV

*You must be able to:*

- P1 make sure the CCTV **equipment** that you are preparing to use is available and working properly following your organisation's instructions and procedures
- P2 adjust your equipment and system controls to get the best performance from the system
- P3 investigate any faults in system performance and report them to the appropriate person
- P4 effect recording media changeovers in a way that minimises recording downtime
- P5 organise your work area so that you can work efficiently and safely
- P6 complete the required **records**, accurately, legibly and within required timescales
- P7 ensure equipment is synchronised to approved recognised time device e.g. rugby clock

#### Use CCTV to carry out parking and traffic enforcement

*You must be able to:*

- P8 use CCTV systems and **equipment** in line with operating instructions and within legal constraints
- P9 recognise **contraventions or offences** that should be enforced following your organisation's instructions and guidelines
- P10 control and use systems to their full **operational ability** to monitor and record contraventions or offences
- P11 interpret and report non traffic incidents promptly and calmly to the appropriate **persons**
- P12 work with external agencies in a way that is effective and efficient
- P13 maintain the confidentiality of information observed and recorded in line with relevant legislation and codes of practice
- P14 complete logs accurately, legibly and within required timescales

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### Knowledge and understanding

*You need to know and understand:*

#### Prepare to carry out parking and traffic enforcement using CCTV

- K1 current relevant legislation, regulations, codes of practice and guidelines relating to parking and traffic enforcement using CCTV
- K2 the operational instructions and procedures you should follow when preparing to enforce using CCTV systems
- K3 how to confirm that your equipment is working and what to do if it is not
- K4 health and safety guidance relating to good ergonomic practice and the use of visual display units
- K5 how to adjust and use your equipment and system controls to get best performance, including making the best use of external lighting
- K6 the terminology used with parking and traffic enforcement using CCTV

#### Use CCTV to carry out parking and traffic enforcement

*You need to know and understand:*

- K7 current relevant legislation, regulations, codes of practice and guidelines relating to parking and traffic enforcement using CCTV
- K8 the local geography of the areas that you enforce
- K9 the area of coverage of each camera that you use
- K10 the capabilities and limitations of systems and equipment that you use
- K11 how to use systems to get their best performance, including using real and time lapse recording
- K12 how to maintain effective and efficient working relationships with other agencies

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### Additional Information

#### Scope/range related to performance criteria

##### Prepare to carry out parking and traffic enforcement using CCTV

1. **equipment:** cameras; screens; system controls; recorders; lights; rugby clock
2. **records** that you need to make of: incidents; equipment; recording media ; duties; access

##### Use CCTV to carry out parking and traffic enforcement

3. **equipment:** cameras; screens; multiplex cameras and monitors; system controls; real and time lapse recorders; lights; rugby clock
4. **contraventions or offences:** parking contraventions; moving traffic offences; bus lanes
5. **operational ability:** multiplex; tilt-pan-zoom; static; fixed
6. **persons** to whom you would report non traffic incidents: colleagues; emergency services

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**Relevant occupations** Health, Public Services and Care; Public Services; Elementary Occupations; Elementary Security Occupations

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**Suite** Parking Control Occupations

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**Key words** CCTV, enforcement, parking, traffic