

Overview

This NOS is aimed at operational CCTV staff and sets out the skills, knowledge and understanding for you to provide effective data management.

This NOS covers the following activities:

1.
Maintain CCTV recording systems
2.
Preserve recorded data as potential evidence

Performance criteria

You must be able to:

Maintain CCTV recording systems

1. use recording systems following your organisational procedures
2. store recording systems in approved locations to maintain their operational condition
 1. identify when recording systems are missing and take required action in line with instructions
 1. complete required records accurately, legibly and within required timescales

Preserve recorded data as potential evidence

1. maintain the confidentiality of recorded information in line with relevant legislation and codes of practice
 1. preserve recorded data that contains potential evidence
 2. complete records in line with your instructions and your organisational procedures
 1. make sure that recorded data containing potential evidence is stored securely and made available only to authorised persons
 1. disclose confidential information only to authorised persons

Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

1. current relevant legislation, regulation, codes of practice and guidelines relating to CCTV systems and recording data

1. current relevant legislation, regulations, codes of practice and guidelines relating to preserving recorded data

Maintain CCTV recording systems

1.

the types of recording systems that you use and their life expectancy

2.

how to log and classify recording systems

3.

how and why you should store recording systems to preserve their operational condition

1. how and why it is important to implement procedures for using recording systems including requisition, rotation, erasure and disposal

1. what your responsibilities are when you discover recording systems are missing

Preserve recorded data as potential evidence

1. who are the people authorised to have access to recording systems and data containing potential evidence

1. how and why it is important to preserve recorded data as potential evidence

Maintain confidentiality and security of information

1. how and why it is important to follow your organisational procedures for maintaining the security and confidentiality of recorded information

1. the correct procedures for disclosing confidential information to authorised

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Maintain and preserve CCTV systems and recorded data



persons

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Scope/range

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Maintain and preserve CCTV systems and recorded data

Scope/range related to performance criteria

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Maintain and preserve CCTV systems and recorded data

Scope/range related to knowledge and understanding

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Values

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Behaviours

b

Skills

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Glossary

In these National Occupational Standards;

authorised persons: someone who has permission or invitation from the control room manager and includes but is not exclusive to staff, line manager, engineers, IT support, police and enforcement agencies

evidence: material that may be required or potentially retained for investigations, court proceedings (criminal and civil), and/or hearings including but is not exclusive to data, recorded images, copied images

Links to other NOS