



OFFICIAL: Sensitive

## GENERAL ORDER

### CLOSED CIRCUIT TELEVISION IN PUBLIC PLACES

<b>General Order title</b>	<b>Closed circuit television in public places</b>
<b>Date of issue</b>	27 July 2022
<b>Date of operation</b>	8 July 2022
<b>Review date</b>	July 2025
<b>Review responsibility</b>	Police Security Services Branch
<b>Replaces</b>	Previous General Order, <b>Closed circuit television in public places</b>
<b>PCO reference</b>	2017/0188
<b>Gazette reference</b>	SAPG 136/22
<b>Enquiries to</b>	Officer in Charge, Police Security Services Branch Telephone 820 74189
<b>Corporate Policy Sponsor</b>	Assistant Commissioner, Security and Emergency Management Service

General Orders provide an employee with instructions to ensure organisational standards are maintained consistent with SAPOL's vision. To this end, General Orders are issued to assist an employee to effectively and efficiently perform their duties. It is important that an employee constantly bears in mind that the extent of their compliance with General Orders may have legal consequences.

Most orders, as is indicated by the form in which they are expressed, are mandatory and must be followed. However, not all situations encountered by an employee can be managed without some form of guidance and so some of these orders are prepared as guidelines, which should be applied using reason. An appendix to a General Order will be regarded as part of the General Order to which it relates. At all times an employee is expected to act ethically and with integrity and to be in a position to explain their actions. Deviation from these orders without justification may attract disciplinary action.

To ensure best practice an employee should be conversant with the contents of General Orders.

The contents of General Orders must not be divulged to any person not officially connected with SAPOL. Requests for General Orders will be managed as follows:

- Civil subpoena and disclosure requests—contact the Information Release Unit.
- Criminal subpoena and disclosure requests—refer to General Order, **Disclosure compliance and subpoena management**.
- Freedom of information requests—contact the Freedom of Information Unit.
- Any other requests (including requests by employees)—refer to instructions provided within General Order, **Corporate policy framework, 5. GENERAL ORDER REQUESTS/RELEASE**.

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## 1. GENERAL ORDER STATEMENT

The use of closed circuit television (CCTV) in public places is supported where it contributes to achieving the [South Australia Police Our Strategy 2030: Safer Communities](#).

SAPOL will encourage and promote the use of CCTV in public places in terms of:

- creating safer communities
- enhancing community wellbeing and public safety
- building community trust and confidence
- detecting and deterring offences being committed
- providing an investigative capability
- building collaborative partnerships to capitalise on the shared use of resources and crime prevention programs
- assisting in deploying SAPOL resources efficiently and effectively
- proactive crime prevention initiatives
- harnessing technology to support policing and community needs.

CCTV in public places should operate with respect for people's privacy and their right to conduct or engage in lawful activities, and therefore must comply with privacy principles.

### Scope

This General Order outlines the principles of police involvement in CCTV in public places. SAPOL will not be involved with other partners where their approach does not meet the principles as contained in this General Order.

The use of CCTV is supported for investigative, operational and public safety purposes. However, this General Order does not apply to CCTV systems:

- used and owned solely by SAPOL or other law enforcement partners for investigative and operational purposes (for example District covert camera kits and equipment used by Investigation Support Branch) as the deployment of such equipment may attract legislative requirements pursuant to the *Surveillance Devices Act 2016*
- managed in whole or in part on behalf of organisations by Police Security Services Branch or other commercial arrangements entered into by SAPOL
- provided to the Police Operations Centre (POC) when activated.

This General Order applies to partnership situations where public place CCTV components or vision are to be placed or transmitted into or upon SAPOL owned, leased or occupied premises. Any approval given in accordance with this General Order allows for monitoring, recording and control of CCTV cameras to be undertaken by police on SAPOL owned, leased or temporarily used premises.

No external (non-SAPOL) CCTV vision may be transmitted, connected or hosted on SAPOL owned equipment or information technology infrastructure unless prior approval is obtained from Information Systems and Technology Service in accordance with this General Order.

## 2. TEMPORARY/PERMANENT PARTNERSHIP AGREEMENTS

Temporary partnership agreements apply to the use of CCTV for a specific event or situation of up to two weeks duration (for example a local event, major event or an ongoing situation). The officer in charge of the event or District/LSA manager will determine the extent of police involvement within the resources allocated.

The implementation and management of CCTV with key stakeholders as a permanent partnership agreement, or for situations of more than two weeks duration can only be approved by the Commissioner of Police.

Determinations will be on an individual proposal basis and considerations should include:

- the impact on SAPOL in respect to staffing, systems and ability to undertake SAPOL core business
- the requirement to have the CCTV system regularly monitored (for example broader public safety interests)
- the proposed location of CCTV components on SAPOL premises and capacity to host infrastructure
- the size and complexity of the proposed CCTV system
- the capacity of the CCTV owners/managers to employ CCTV operators
- security and access to vision, including data integrity and auditing of use
- chain of evidence regarding vision providence to be utilised in prosecutions
- management of freedom of information requests
- breakdown and routine maintenance agreements
- development of a memorandum of understanding (MOU) and standard operating procedures (SOPs)
- probity issues ensuring:
  - the organisation proposing the CCTV system is ethically sound and reputable
  - the purpose, reason and proposal for CCTV by the organisation/individual are ethically sound and reputable.

Where a temporary or permanent partnership agreement is entered into, which involves the placement of non-SAPOL owned equipment into SAPOL owned, leased or occupied premises relative to CCTV, an MOU shall be signed and SOPs will be formulated relative to police involvement in the scheme.

The MOU will form the basis of any partnership agreement. It should be made clear to potential partners that ownership and maintenance of CCTV systems is their responsibility. Core police business will take precedence over monitoring of CCTV.

The SOPs are the minimum standards to be adopted in respect to operating/controlling CCTV systems and outline the standards to be applied when utilising the CCTV system.

**3. REFERENCES**

[South Australia Police Our Strategy 2030: Safer Communities](#)  
*Surveillance Devices Act 2016*

**4. FURTHER ENQUIRIES**

Police Security Services Branch

**5. DOCUMENT HISTORY SINCE 22/10/08**

Gazette reference (SAPG)	Date	Action (amendment/deletion/new/review/temporary variation)
363/08	22/10/08	Review 2008.
357/11	14/12/11	Review 2011.
144/13	10/07/13	Review 2013.
41/17	15/02/17	Review 2016.
150/18	04/07/18	Amendment—district policing model implementation.
150/19	31/07/19	Review 2019
136/22	27/07/22	Review 2022—reference to <i>SAPOL Our Strategy 2030: Safer Communities</i> added.

**APPROVED BY COMMISSIONER/DEPUTY**

.....  
*Print Full Name*

.....  
*ID Number*

.....  
*Signature*

8/7/22  
*Date*

**Documentation certification and verification**

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