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|  <p><b>North East Lincolnshire Council</b><br/>www.nelincs.gov.uk</p> <p><b>Balfour Beatty</b><br/>WorkPlace</p> <p>Working in Partnership</p> | <b>Security</b>                                | Ref: 1006        |
|   |  | Rev: 1           |
|   | <b>Appendix D</b><br><b>Police Review Form</b> | Author: K. Hynes |
|   | NOT PROTECTIVELY MARKED                        | Approver:        |
|   |  | Date: 20/08/2013 |

Authority No: 01801

## VIEWING OF NORTH EAST LINCOLNSHIRE COUNCIL AUTHORITY CCTV TAPES

In Compliance with the Data Protection Act 2000

|                                       |                            |                                     |
|---------------------------------------|----------------------------|-------------------------------------|
| Date of Request: <input type="text"/> | Time: <input type="text"/> | Police Log No: <input type="text"/> |
|---------------------------------------|----------------------------|-------------------------------------|

|  |  |                                   |                 |
|--|--|-----------------------------------|-----------------|
| Date of Incident: .....  |  | Time at / between ..... and ..... |                 |
| Reason for Review : .....  |  |                                   |                 |
| Officer requesting: .....  |  | Name (printed) .....              | Collar No. .... |
| Inspector authorising access: .....  |  | Name (print) .....                | Signature ..... |
| <b>The Control Room must be contacted Prior to Visi.</b>   |  |                                   |                 |
| <b>In the event of URGENT information being required, this form must still be fully completed.</b> |  |                                   |                 |

|   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| Will Officer require assistance in viewing Suite<br><i>(If Yes an appointment must be made with the Control Room)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| Still Print required  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |

|   |  |
|---|--|
| <b>CCTV USE:</b>  |  |
| Tapes Viewed: .....   | Date / Time Viewing: .....                   |
| Tapes Removed: .....  | Date / Time Removal: .....                   |
| Number of Still Prints Removed: .....   | Date / Time Removal: .....                   |
| Copies taken and logged: <input type="checkbox"/> Yes <input type="checkbox"/> No | Signature of receiving Police Officer: ..... |

|  |                                |   |
|--|--------------------------------|---|
| <b>POLICE USE:</b> <i>(Please note guidelines overleaf)</i>                |                                | Authority No: 01801   |
| Log No. or Crime Ref: .....  | Tape entered<br>OTFP No: ..... | Tape(s) used as evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No              |
| No. of Persons Identified: .....   |                                | Still Photos Taken <input type="checkbox"/> Yes <input type="checkbox"/> No                     |
| Persons Charged: <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                | Still Photos destroyed <input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| Date tape(s) returned to NELC:     /     /                                 |                                | Statements Taken<br>(cctv controllers) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Signature of receiving NELC Control Operator: .....                        |                                | Name of Officer Returning this form .....   |
| To be completed and returned to NELC Control Room on completion of enquiry |                                |   |

In order to comply with the Data Protection Act 2000 and the Code of Practice operated by North East Lincolnshire Council this form must be completed fully. No Police Officer will be allowed access to the Control Room without all the information being submitted.

**Security**  
**Appendix D**  
Police Review Form

Ref No: 1006