

Australian Capital Territory

## **Road Transport (Public Passenger Services) Approval of Taxi Security Camera Standards 2002**

**Disallowable Instrument DI2002-166**

made under the

***Road Transport (Public Passenger Services) Regulations 2002, reg 156(1)***  
**Standards about security cameras in taxis**

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In pursuance of sub-regulation 156(1) of the *Road Transport (Public Passenger Services) Regulations 2002* I, Alan Geoffrey Thompson, the person for the time being performing the duties of the Government Service Office which includes the function of the Road Transport Authority hereby approve the Taxi Security Camera Standards set out in the Schedule.

ALAN GEOFFREY THOMPSON  
Road Transport Authority  
29 August 2002



# **AUSTRALIAN CAPITAL TERRITORY**

## **TAXI SECURITY CAMERA STANDARDS**

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## **DEFINITIONS**

<b>Accredited Taxi Network Provider</b>	means a taxi network that has been accredited under the Road Transport (Public Passenger Services) Regulations 2002 to operate a taxi network
<b>Accredited Taxi Service Operator</b>	means the person who is accredited under the Road Transport (Public Passenger Services) Regulations 2002 to operate a taxi service
<b>Affiliated</b>	in relation to an accredited taxi service operator, means affiliated with an accredited taxi network provider
<b>Approved System</b>	means a security camera system that is compliant with the minimum specifications pursuant to Clause 1 of the Taxi Security Camera Standards
<b>Authorised Officer</b>	means a person who has been authorised by the accredited taxi network provider to;  (a) access recorded security camera images; and  (b) download recorded security camera images
<b>Authorised Person</b>	means a person who is authorised pursuant to section 19 of the Road Transport (General) Act 1999 to perform functions under the Road Transport legislation
<b>Authorised Purpose</b>	in relation to use of recorded material obtained through the use of a taxi security camera means –  (a) a purpose connected with the reporting or investigation of an alleged offence by a police officer or;

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(b) a purpose connected with the prosecution of, or the issue of an order in respect of, an alleged offence; or

(c) a purpose authorised by the Road Transport Authority

**Authority**

means the Road Transport Authority as defined under the Road Transport (General) Act 1999

**Download**

means to transfer a video recording from a security camera to another storage device (including a disc or tape), or to print an image captured by a security camera system

**Incident**

means an incident involving an act or activity that may constitute an offence

**Installer**

means an entity or person who is authorised by a manufacturer of security cameras to install, service and/or repair security camera systems

**Less Serious Incident**

means any incident other than a serious incident, including fare evasion, disorderly conduct, offensive behaviour, theft of property, or damage to property

**Privacy Protocols**

include general principles intended to maintain confidentiality of Recorded Materials and provide protection for taxi drivers and members of the public from improper use

**Recorded Material**

means a video recording, printed image or other material (including material stored electronically) that depicts (or is capable of depicting with the aid of any device) the taxi driver or a member of the public and is obtained through the use of a security camera fitted to a taxi, or that can be traced to material obtained through the use of a security camera fitted to a taxi

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<b>Restricted Taxi</b>	means a vehicle (other than a bus) that stands or plies for hire for the transport of passengers along a road or road related area and that is licensed under the Road Transport (Public Passenger Services) Regulations 2002 as a restricted taxi
<b>Security Safeguards</b>	includes physical, administrative and procedural measures employed for the purposes of protecting video recordings against misplacement and/or against use for unauthorised purposes
<b>Serious Incident</b>	means any incident involving physical assault, sexual assault, murder, robbery or attempted robbery
<b>Supplier</b>	means the manufacturer and/or those directly responsible for the sale and installation of a taxi security camera
<b>System</b>	means the security camera system, including all components and cameras
<b>Taxi</b>	means a vehicle (other than a bus) that stands or plies for hire for the transport of passengers along a road or road related area that is licensed under the Road Transport (Public Passenger Services) Regulations 2002
<b>Taxi Booking Service</b>	is a service provided by or for an accredited taxi network provider that:  (a) accepts bookings for taxis from people; and  (b) sends messages about bookings to taxi drivers by electromagnetic energy equipment in taxis that can receive such messages
<b>Taxi Driver</b>	means the person driving the taxi if the person holds a public vehicle licence authorising the person to drive the taxi for hire or reward

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<b>Taxi Network</b>	means an entity that provides taxi related services to affiliated accredited taxi service operators, including providing (directly or through another entity) a taxi booking service for the network
<b>Taxi Service</b>	is a public passenger service operated using one or more taxis (including restricted taxis)
<b>Video Recording</b>	includes:  (a) any electronically stored information from which a recorded image can be generated; and  (b) any print-out or other reproduction of the recorded image
<b>Wheelchair Accessible Taxi</b>	means a taxi with wheelchair access

# AUSTRALIAN CAPITAL TERRITORY

## TAXI SECURITY CAMERA STANDARDS

### Introduction

The *Road Transport (Public Passenger Services) Act 2001* and regulations made under it permit the Road Transport Authority (the Authority) to approve Standards for Taxi Security Cameras pursuant to regulation 156 of the *Road Transport (Public Passenger Services) Regulations 2002*.

The Standards are designed to protect the privacy of members of the public and taxi drivers by establishing appropriate use of taxi security cameras by those associated with security cameras, in accordance with the provisions of the *Privacy Act 1988* (Cwlth).

The Standards made under the regulations apply to all accredited taxi network providers, accredited taxi service operators, suppliers and installers of security cameras, taxi drivers and if applicable a taxi booking service. Any image produced from a security camera must not be reproduced in any form other than as authorised by these Standards.

A breach of the Standards, especially in relation to unauthorised access to images recorded by the security camera, may result in prosecution, investigation by the Commonwealth Privacy Commissioner, or civil litigation by an individual whose privacy has been infringed.

An accredited taxi network provider or accredited taxi service operator who fails to comply with the Standards may, on the Authority's initiative, have a penalty imposed, a condition altered or imposed on accreditation, be issued with a reprimand or have accreditation suspended or cancelled.

Regulation 173 allows a police officer or authorised person to inspect a public passenger vehicle. If the taxi is fitted with a security camera and does not comply with the Standards, a non-compliance notice may be issued pursuant to regulation 175.

### Acknowledgment

The Road Transport Authority acknowledges the assistance of the NSW Department of Transport and SA Public Passenger Board's Taxi Security Camera Manuals in preparation of this document.



## **TAXI SECURITY CAMERA STANDARDS**

### **1. Standards Relating to Taxi Security Camera System Specifications**

- 1.1 If a security camera system is fitted to a taxi an accredited taxi network provider must ensure that the minimum security camera specifications are met in that:
- (1) the security camera must have a visual indicator showing when the system is operational and when there is a malfunction. The indicator must incorporate the following minimum features:
    - (a) normal display state – green image capture LED not illuminated;
    - (b) valid image capture – green LED flash (not less than 250ms);
    - (c) memory full (post alarm) – oscillating red/green LED flashes (not less than 250ms) until memory reset; and
    - (d) system fault – oscillating red LED flashing until fault cleared.
  - (2) where a system is fitted with an indicator to show that it is on, this indicator must be separate to those described in clause 1.1, and/or a different colour to avoid any possible confusion on the part of the taxi driver using the system;
  - (3) the system must be designed to allow for easy testing by accredited taxi service operator, accredited taxi network provider, taxi driver or an authorised officer to ensure that all features are operating and images are being recorded;
  - (4) the system must be constructed to allow for the interchangeability of components;
  - (5) the system must be capable of recording a minimum of three hundred (300) images during normal operation – for example the operation is without activation of an alarm condition;
  - (6) a minimum of five (5) images must be able to be taken at one (1) second intervals when a door, including the taxi driver's door, is opened or closed;
  - (7) the system must be capable of taking a minimum of three images at one (1) second intervals when the brake pedal is depressed however:
    - (a) multiple activations of the brake pedal within a thirty (3) second period may be treated as a single activation; and

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- (b) where system memory allocation may cause this function to impinge on the availability of images recorded from other triggers, a minimum of five (5) images must be capable of being taken at one (1) second intervals when the taximeter is activated or stopped, and from an internal camera at a rate of not less than one (1) image every thirty (30) seconds during the first ten (10) minutes of each journey.
- (8) the system must be capable of being interfaced with the taxi security device (eg duress alarm) and allow for the recording of images if the alarm is activated;
- (9) the system must be capable upon the activation of the taxi security device of retaining and not overwriting the images from the most recent trip by any manual or automatic triggers;
- (10) once an security device is activated the system must be capable of recording images in the balance of the memory at not less than one (1) image per second, or where the total memory of the system exceeds the minimum requirement of three hundred (300) images, a minimum of two hundred and fifty (250) images must be recorded;
- (11) the system must be capable of permitting a change in timing and parameters without changing components;
- (12) the system must be able to initiate the recording of images separate to automatic triggers and activation of the security device;
- (13) a feature must be incorporated in the system to allow that images manually captured are capable of being stored separately or otherwise recoverable without having to activate the security device;
- (14) the system must be capable of providing resolution and clarity of recorded material under a range of lighting conditions from darkness (no light in visible spectrum) through to bright sunlight;
- (15) the camera lenses of the security camera must have an auto iris or electronic iris facility that will provide that image focus and clarity will not be adversely affected by light fluctuations;
- (16) the system must have a battery backup separate from the vehicle battery, or use other memory technology, to ensure full image retention occurs for a minimum of seven (7) days after the normal power source is disconnected;
- (17) the system must be capable of recovering recorded material following the submersion in water to a depth of six (6) metres;

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- (18) the system must be constructed so that, following a vehicle fire, the recovery of recorded material is possible;
- (19) the system must be impact resistant sufficient to withstand a car accident;
- (20) there must be no requirement to change the storage medium during an operational journey;
- (21) the system must be capable of encrypting recorded material, identified with the taxi registration number, date, and time the image was recorded;
- (22) if the taxi is fitted with a vehicle tracking device, the system must have the capability of recording the latitude and longitude information from the vehicle tracking device onto the recorded material;
- (23) manufacturer's software must be capable of being password protected to prevent the unauthorised viewing, recovery, or reproduction of images.

**2. Standards Relating to Installation and Positioning**

- 2.1 A security camera system is not to be installed unless it meets the minimum specifications as stipulated in clause 1 of the Taxi Security Camera Standards.
- 2.2 The system must have a minimum of one (1) security camera providing a view of the taxi driver and passengers when inside the taxi. Where installation has occurred the security camera will be known as an 'internal camera'.
- 2.3 An optional 'external camera' is permitted provided that the camera is positioned to provide a view of any person standing at the driver's door.
- 2.4 The internal camera must be installed so it is readily visible to passengers within the taxi.
- 2.5 An external camera may be covertly installed or otherwise not identifiable to passengers.
- 2.6 Security cameras must be installed to prevent misalignment of the field of view, excepting vehicle accident or severe impact.
- 2.7 The internal security camera housings must not have any sharp edges and must be positioned so that passengers and drivers do not come into contact with the housings during normal operation.

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- 2.8 The security camera and all system components must be installed so that they do not interfere with the driver's vision, view of mirrors, or normal operation of the vehicle.
- 2.9 The security camera must be positioned so that all occupants of the taxi are clearly visible in captured images. For wheelchair accessible taxis, or a taxi which is of multi-cab construction, additional security cameras may be fitted to ensure compliance.
- 2.10 The security system must be installed in such a manner so that all stored images are recoverable following a vehicle fire.
- 2.11 The security system must be installed so that it is not adversely affected by lower voltages that are likely to be encountered when the engine is engaged.

**3. Standards Relating to Security Camera Operation**

- 3.1 It is the accredited taxi network provider's responsibility to ensure that security safeguard procedures are developed for the system and images.
- 3.2 An accredited taxi network provider who contracts the function of security camera service downloading to a taxi booking service, must ensure that the contractor can satisfy the requirements of these Standards and will comply with any rules or procedures stipulated for security cameras by the accredited taxi network provider.
- 3.3 Accredited taxi network providers must ensure that all recorded material is protected against unauthorised access, alteration, disclosure and against accidental loss or destruction.
- 3.4 Accredited taxi network providers must appoint a Security Liaison Officer who will be responsible for:
- (1) installation of security cameras in taxis;
  - (2) training of accredited taxi service operators and their taxi drivers, downloading officers and persons who are authorised to access recorded material;
  - (3) operation of, and operational complaints about security cameras;
  - (4) custody and control of recorded material including evidence logs;
  - (5) release of security camera images for authorised purposes;
  - (6) liaison with members of the Police Force and the Authority on security camera matters;

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- (7) providing court evidence for the operation, downloading procedures, custody and control of recorded material, and authenticity of recorded material; and
  - (8) reporting breaches of security to the accredited taxi network provider to facilitate notification to the Authority.
- 3.5 Accredited taxi network providers must ensure when appointing a Security Liaison Officer that the person will be a capable and appropriate person to represent the network for court related purposes.
  - 3.6 Accredited taxi network providers must ensure that access to manufacturer's proprietary software is strictly limited to taxi network authorised officers to prevent unauthorised viewing, recovery or reproduction of images.
  - 3.7 The accredited taxi network provider must ensure that the security camera system is supported by a twenty-four hour download facility to recover images from taxis fitted with an approved system. This support must also include a mobile facility with the ability to respond to serious incidents where Police require the immediate recovery of images from the taxi.
  - 3.8 The security camera system must be capable of transmitting images, when the security device is activated, to a remote accredited taxi network provider, or taxi booking service, where the network or booking service has the capacity to receive the images.
  - 3.9 Transmitted images must be software encrypted.
  - 3.10 Image storage media must only be removed from the taxi by authorised officers.
  - 3.11 Images recovered from the system must be able to be printed on a standard laser printer using proprietary software, and copies of images must be able to be saved or exported in industry formats.
  - 3.12 All recorded material must be identifiable by the time, date and registration number of the taxi.
  - 3.13 The accredited taxi network provider must ensure that an audit record of all access to the recorded material is maintained.
  - 3.14 All recorded material retained by the accredited taxi network, or taxi booking service, must be destroyed within 30 days after the original video recording was made, unless the image is subject to an investigation or court order.
  - 3.15 Accredited taxi network providers must notify the Authority within seven (7) days from appointment of the details of authorised officers.

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- 3.16 Accredited taxi network providers must notify the Authority within seven (7) days from appointment of the details of the Security Liaison Officer.
- 3.17 Accredited taxi network providers must notify the Authority of the manufacturer authorised installers.

**4. Standards Relating to Security Camera Notices**

- 4.1 All taxis that have a security camera fitted must have notices displayed advising passengers that they may be under video surveillance while in or near the taxi.
- 4.2 The notice must be of a self backed adhesive and is to be no smaller than 150 mm X 50 mm.
- 4.3 Information displayed on the notice must be in black ink and must be of such construction that the inks used are resistant to ultra-violet light to prevent premature fading.
- 4.4 An accredited taxi service operator must ensure that notices are displayed on the taxi that is a sedan or station wagon:
- (1) on the exterior of each passenger seat door near the handle;
  - (2) on the interior of the two rear passenger seat windows; and
  - (3) on the interior left hand side of the front window screen or the interior left hand side of the front dashboard console.
- 4.5 An accredited taxi service operator must ensure that notices are displayed on a wheelchair accessible taxi, or a taxi that is of a multi-cab construction;
- (1) on the exterior of the front passenger seat door near the handle;
  - (2) on the exterior of the forward sliding left passenger door near the handle;
  - (3) on the interior of the left hand side of the front window screen or the interior left hand side of the front dashboard console; and
  - (4) on the interior of each passenger seat window, or on the trim directly beneath the window, that is within the rear taxi cabin.

4.6 The notice approved for security cameras is:



4.6 Accredited taxi service operators must ensure that at all times notices are of a good quality and can easily be read. Notices that have become soiled, faded or worn must be replaced.

## **5. Standards Relating to Download**

5.1 An accredited taxi network provider must ensure that:

(1) images will be downloaded at the request of the taxi driver, police officer, Authority, or a member of the public, where such request complies with these Standards;

(2) images will be downloaded where;

(a) information is received either by another taxi driver or member of the public; and

(b) security camera images are viewed live by means of remote intervention by either the accredited taxi network provider or taxi booking service;

and the images reveal that the taxi driver is involved in an incident;

(3) details of the images downloaded are recorded in a “download register” which must include:

(a) taxi registration number;

(b) incident report number;

(c) date, time and location of download;

(d) authorised person who conducted download;

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(e) reason for download (serious incident, less serious incident)

(f) name of person requesting download; and

(g) details of images downloaded.

(4) downloaded images that are stored on a computer hard drive should be saved as:

(a) root directory;

(b) security camera images;

(c) date (format: year-month-day ie: 19 July 2002 = 20020719); and

(d) taxi registration number.

Example: C:\security camera images\20020719\TX199

(5) downloaded images that are stored or transferred to a disc must be placed in an evidence envelope and the disc must be labelled by:

(a) unique disc number;

(b) taxi registration number;

(c) incident report number; and

(d) date download made.

(6) downloaded images that are reduced to printed format must be placed in an evidence envelope which indicates on the front of the envelope:

(a) the disc number, or computer hard drive directory path;

(b) taxi registration number;

(c) incident report number; and

(d) date of incident.

(7) when an image is downloaded the taxi driver completes the approved Incident Report form.

5.2 The authorised officer who conducts a download must ensure that these Standards and procedures of the accredited taxi network provider are followed to ensure that they will be capable of providing evidence in court proceedings on how the download was conducted.

## **6. Standards Relating to Privacy Protocols**

6.1 Images must only be retrieved from a security camera system for 'authorised purposes', and must not otherwise be retained by the driver, accredited taxi service operator, accredited taxi network provider, taxi booking service, supplier or an installer.



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- 6.2 For the purposes of these Standards an 'authorised purpose' is:
- (1) a need to retrieve images for the testing, servicing and maintenance of the security camera system;
  - (2) for a serious or less serious incident, where the police are involved or the matter will be subject to a police investigation;
  - (3) where the Authority requires the images concerning a matter that has implications for public safety or infringement of privacy protocols;
  - (4) for a matter that is proceeding within an Australian Court of Law, and notice has been given of the requirement for such images.
- 6.3 It is **not** an 'authorised purpose' for images to be used by an accredited taxi network provider as a means of disciplining drivers for infractions against the accredited taxi network provider's rules and procedures.
- 6.4 Under no circumstances is any person employed by the accredited taxi network, installer, supplier, or if applicable taxi booking service, permitted to release recorded security camera material to the media.
- 6.5 Release to the media of recorded security camera material for the purpose of aiding an investigation must only occur with the approval of the Police or the Authority.
- 6.6 A driver of a taxi may request that a security camera image be downloaded if there has been an incident where the driver will be lodging a complaint to the Police. A driver under these circumstances is not entitled to a copy of the recorded material
- 6.7 A passenger of a taxi may request that a security camera image be downloaded if there has been an incident where the passenger will be lodging a complaint to the Police. A passenger under these circumstances is not entitled to a copy of the recorded material.
- 6.8 Recorded material must only be released on request to:
- (1) officers of the Australian Federal Police Force or State Police Force;
  - (2) the ACT Road Transport Authority – Delegate who holds the position of General Manager Road Transport; and
  - (3) a person authorised for the delivering up of the image by a Court Order issued by an Australian Court of Law.
- 6.9 A recorded material is not to be released unless the approved Image Request Form has been completed.
- 6.10 An accredited taxi network provider must immediately advise the Authority of any unauthorised access to recorded material

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- 6.11 An accredited taxi network provider must immediately advise the Authority if it is suspected that a system within a taxi has been tampered with or images are being tampered with.
- 6.12 If an image is retrieved from a taxi security camera system for testing, service or maintenance:
- (1) access to images must be strictly controlled and limited to only those people who need to view the images as an integral part of their function in completing the works;
  - (2) the image must be destroyed as soon as practicable after the original recordings were made, and in all case destroyed within 30 days after the original recording was made;
  - (3) installers may keep a copy of one image from the test process as evidence of the camera operation after installation, testing or servicing, provided that the image does not capture a member of the public at the time the images were captured;
  - (4) installers must maintain a record that can be audited for all images retrieved including:
    - (a) taxi registration number;
    - (b) Incident Report number (if applicable);
    - (c) date, time and location of download;
    - (d) name of the person who performed the download;
    - (e) reason for download;
    - (f) action taken; and
    - (g) date, time and method of destruction.

**7. Standards Relating to Training**

- 7.1 It is the responsibility of an accredited taxi network provider to ensure affiliated accredited taxi service operators and their taxi drivers are competent in the operation of the security camera system.
- 7.2 The accredited taxi network provider must certify affiliated taxi service operators and taxi drivers as being competent to:
- (1) test that the camera is working;
  - (2) recognise when the camera is not working;

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- (3) initiate the capture of a number of images without the activation of the duress alarm;
- (4) retain the most recent images by activating the duress alarm;
- (5) how to have the camera reset or serviced; and
- (6) the procedures to have images downloaded.

**8. Standards Relating to Storage and Destruction of Images**

- 8.1 All recorded material must be secured in a way to prevent unauthorised access.
- 8.2 Downloaded recorded material, whether by disc or printed image, must be stored in a lockable fireproof container at all times when not in use.
- 8.3 Downloaded recorded material that is reduced to printed images or discs must be stored in sealed evidence envelopes at all times when not in use.
- 8.4 Accredited taxi network providers are to ensure that the lockable fireproof containers used to store recorded material are placed within a secure area, that either is supported by back to base security alarm system, or is an area that is manned twenty four hours (24) a day seven (7) days a week.
- 8.5 Printed images and discs that are required to be transported must be sealed within an evidence envelope and hand delivered to the requesting authority or police. A receipt should be obtained on delivery indicating that the package was delivered without the envelope seal being broken. For transportation the envelope must be sealed by:
  - (1) securing adhesive tape totally over each flap edge; and
  - (2) placing a company stamp, or authorised person signature, that overlaps both the adhesive and paper flap of the envelope.
- 8.6 Where recorded material is stored on a hard drive computer, access to computer must be password protected where access is only available by the authorised person/s nominated by the accredited taxi network provider. Accredited taxi network providers must take measures to ensure these hard drive computers are safeguarded from external "computer hacking".
- 8.7 Where recorded material is removed from, or returned to, the storage container, whether for either transportation or court proceedings, the Security Liaison Officer must complete the Evidence Log form.

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- 8.8 In accordance with regulation 79 of the *Road Transport (Public Passenger Services) Regulations 2002* recorded material must be destroyed as soon as practicable after the end of the 30 day period.
- 8.9 Recorded material must be disposed of in the following manner:
- (1) printed copies of images must be shredded into pieces not exceeding 5mm X 12mm and disposed of through recycling or other security waste disposal service;
  - (2) electronically recorded material must be deleted from the media on which they are stored; and
  - (3) any copy of an electronically recorded material that would automatically be saved to a 'recycle bin' must be deleted to finalise the destruction process.
- 8.10 The accredited taxi network provider is to ensure that records for the destruction of images are maintained. The record must be capable of being audited.

**9 Standards Relating to Complaints**

- 9.1 All complaints related to unauthorised access, release of recorded material, or interference with a security camera system or image must in the first instance be forwarded to the Authority within two (2) working days.
- 9.2 Technical complaints must be directed to, and actioned by, the Security Liaison Officer.
- 9.3 All complaints that relate to the release of information where a Privacy Principle of the *Privacy Act 1988* (Cwlth) has been breached may be referred to the Commonwealth Privacy Commissioner for investigation concerning the alleged violation of privacy.
- 9.4 If a complaint concerning interference with a security camera or a recording made by a security camera is substantiated the alleged offending person may be issued with an infringement notice or prosecution action may be initiated under the *Road Transport (Public Passenger Services) Regulations 2002*.

**TAXI SECURITY CAMERA - EVIDENCE ENVELOPE**

Incident Report Number: \_\_\_\_\_ Date: \_\_\_\_\_

Taxi Registration Number: \_\_\_\_\_

Disc Number: \_\_\_\_\_

Hard Drive Directory Path: \_\_\_\_\_

Contents (please tick)      Disc        Image print        Incident Report   

***Complete when image is downloaded***

I certify that this envelope has been sealed by me and the evidence contained inside has not been handled by another person.

Name of Person Downloading: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Complete if envelope is transported***

I certify that this envelope was handed to the person indicated below and the envelope was sealed

Name of Person envelope passed to: \_\_\_\_\_

Name of Issuing Person: \_\_\_\_\_

Signature of Issuing Person: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
*(tear off - To be returned to Security Liaison Officer)*

I certify that on \_\_\_\_\_ (date) I was delivered an evidence envelope and the envelope seals were intact:

Incident Report Number: \_\_\_\_\_ Disc Number \_\_\_\_\_

Name of Receiving Person: \_\_\_\_\_

Signature of Receiving Person: \_\_\_\_\_

## **RECORDED MATERIAL REQUEST FORM**

The following incident occurred in the vicinity of the \_\_\_\_\_ and has been digitally recorded by the Security Camera System operating in taxi TX \_\_\_\_\_.

**Notes:**

1. That all digital images will be destroyed after one month of the **date of the incident**, unless a request is made for the retention of the image.
2. Please ensure that full details of the responsible accredited taxi network provider/ taxi booking service are recorded.
3. The original master digital images are encrypted and can only be reviewed with the camera supplier's software. Encrypted and industry standard bitmap format copies will be saved on the same disc, so that a comparison of the images may be made in court in any future proceedings, should this be required.

Taxi number	
Incident report number	
Alleged incident	
Location of incident	
Date/Time	
Master Disc Number	
Police Incident Report Number	
Requesting Officer (Print)	Signature:
Rank and ID Number	
Station/Branch	
Collecting Officer (Print)	Signature:
Rank and ID Number	

- I acknowledge that I am responsible for ensuring that the Master Digital Images are used for official Police purposes.

Responsible Officer (Print)	Date/Time
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Supplied is a blank disc to record the original master disc. This copy will be used for investigation purposes only. Please hold the original until any court proceedings are finalised.

Police Receipt Number is.....  
 ..... (Please Print)

..... (Signature)

Date.....

# INCIDENT REPORT

Incident Report No: ...../20.....

## TAXI DRIVER DETAILS

NAME: Mr/Mrs/Miss/Ms.....  
ADDRESS: .....  
..... Postcode: .....  
TELEPHONE: .....(H).....(MBL)  
TAXI REGISTRATION: TX..... VIN No .....  
ACCREDITED OPERATOR ..... ACC NO: .....

## INCIDENT DETAILS

Date of Incident: ..... Time: .....AM/PM

Location: .....

Incident Category:  Serious  Less Serious  RTA

Has incident been reported to Police  Yes  No

If yes, please quote Police Job No: .....

Summary of Incident (please include details of injuries/property damage)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature of Taxi Driver ..... Date .....

## OFFICE USE ONLY

Download Date: ..... Time .....AM/PM

Disc  Yes  No No: .....

Computer Drive:  Yes  No Name: .....

Images Printed:  Yes  No

# TAXI SECURITY CAMERA EVIDENCE LOG

SHEET NO: \_\_\_\_\_

Date of incident	Disc No	Taxi No	Download Date	Person Download	Incident	Released To & Date / Return To & Date	Signature of Receiving Person	Date Erased/Disposed	Signature

*Note: An entry must be made in the log for every occasion that a disc/image is removed from, or returned to, storage*