

## Change Log

The below document shows the proposed amendments to the existing specification document contained in the Policy.

## CCTV Technical Specification

The following technical specifications and system requirements must be met before a camera system can be considered suitable to be installed in a Doncaster licensed vehicle.

### 1. Operational Technical Specifications

Reference	Specification	Details
1.1	100% solid state design or a proven vibration and shock resistant system.	The system should not have any fan and the recording should be vibration and shock proof, i.e.: Flash-based SSD (100% industrial grade), Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system. <u>SD cards will not be acceptable</u>
1.2	8 to <del>3615</del> Volts DC	Operational between 8 and <del>3615</del> volts DC
1.3	Reverse polarity protected	System to be protected against reverse voltage.
1.4	Short circuit prevention	System to be protected against short circuits
1.5	Over voltage protection	System to be protected against high voltage transients likely to be encountered in the vehicle electrical system.
1.6	Automotive Electromagnetic Compatibility Requirements	<del>The in-vehicle taxi camera system must be compliant with the Council Directives: 2004/108/EC on Electromagnetic Compatibility (CISPR 22/EN55022), 2004/104/EC on Radio Interference (sections 6.5, 6.6, 6.8 and 6.9)</del>  The camera equipment should <del>therefore</del> be e-marked or CE-marked with confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles.
1.7	System <u>override activation</u> <del>(on / off)</del> switch to be located in a position where it is not accessible from inside the vehicle (i.e. in the boot / engine compartment). <u>The override switch must be illuminated when switched "on"</u>	The system is required to be active at all times that the vehicle is being used as a licensed vehicle. This will allow the <del>facility for the</del> system to be deactivated during times when the vehicle is being used for <del>private purposes (e.g. domestic use)</del> . The switch that deactivates the system must be located within the vehicles boot or engine compartment (i.e. <u>it must not be possible to deactivate the system immediately or from inside of the vehicle</u> ) <del>it must only be possible to deactivate the system from outside of the vehicle</del> .
1.8	First-in/first-out buffer recording principle	<u>The system must automatically overwrite to create a constant cycle recording</u>

1.9	<u>Access record</u> <del>Built-in, automatic logging of all access actions, including date and personnel names</del>	<u>A service log must be kept and maintained by the approved installer and the local authority.</u>
1.10	Security, duration and auto-clearing of log files	
1.11	<u>Image recording formats and media</u> <del>Image export formats and media</del>	<u>Images must be encrypted to a minimum of FIPS 140/2</u> <del>Images must be exported in commercially available formats.</del>
1.12	Image protection during power disruption	Images must be preserved in the event of loss of power. Battery back-up will not be permitted
1.13	Unit must operate without the ignition being turned on.	The Unit must have the ability to operate for at least <u>21</u> hours without power from the ignition. <u>The device must be hard wired to both constant and ignition supply.</u>
1.14	Image and audio data shall be recorded and stored in a unit separate from the camera head.	<u>Self-contained storage cards within the camera head will not be acceptable.</u>
1.15	GPS capability	System must <u>have</u> <del>be compatible to allow for</del> GPS capability.
1.1 <u>67</u>	<u>The system must be capable of recording audio time synchronized to the recorded images.</u> <del>The system shall not record audio except when audio recording is activated by means of an approved trigger.</del>	<u>If activated, the audio must record within the video file.</u> The system should have the ability to start recording audio data by means of at least two trigger buttons (see also 1.26 below).  One trigger button must be capable of being activated by the driver. <del>Once the trigger is activated the system must begin to record audio data.</del> <del>The system will continue to record audio until the same trigger is activated again.</del> <del>The second activation of the trigger must result in the cessation of audio recording (e.g. a button could be pressed to begin audio recording, pressing the button again would stop audio recording).</del>  <u>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row.</u> <del>The second trigger button must be capable of being activated by the passengers in the vehicle independently of the driver.</del> <del>Once the trigger is activated the system must begin to record audio data.</del> <del>The system will continue to record audio until the same trigger is activated again.</del> <del>The second activation of the trigger must result in the cessation of audio recording (e.g. a button could be pressed to begin audio recording, pressing the button again would stop audio recording).</del>  <del>Both audio activation triggers must be independent of each other—this means that audio recording can</del>

		<u>only be deactivated by means of the same trigger (driver or passenger) that was used to activate the audio recording.</u>
1.176	<u>The system shall not record audio except when audio recording is activated by means of an approved trigger switch.</u> <del>The system must be capable of recording audio time synchronized to the recorded images.</del>	<u>The system should have the ability to start recording audio data by means of a trigger switch.</u>
1.18	The audio playback, when triggered, shall be in 'real time' and synchronised with the images that are captured.	<u>All audio files must simply be added to the video files as a voiceover, not in separate files</u>
1.19	<del>Digital sampling of the audio signal must exceed 8KHz</del>	
1.20	<del>Digital resolution of the audio samples must exceed 10 bits.</del>	
1.21	<del>The audio microphone shall be integrated within the camera head.</del>	
1.22	Audio data and image data must be stored together, not in separate files, and must be protected against unauthorised access or tampering.	
1.23	The system must support testing of the audio function for installation set-up and inspection purposes.	
1.24	<del>The system must 'go to sleep' to reduce battery drain during prolonged idle time. It must be capable of immediate reactivation</del>	
1.25	<del>Images r</del> <u>Recorded images</u> by the system shall not be displayed within the vehicle.	<u>Any monitors may only display live images as clearly visible by having a glance around as per ICO specifications, it must not display recorded images</u>
1.26	<u>The system must have at least two trigger switches for audio activation</u> <del>The system must have at least two emergency activation triggers (panic buttons).</del>	<u>If activated, the audio must record within the video file.</u> <u>The system should have the ability to start recording audio data by means of at least two trigger buttons.</u> <u>One trigger button must be capable of being</u>

		<p><u>activated by the driver.</u></p> <p><u>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row. One of the triggers / panic buttons must be capable of being operated by the driver – this must be independent of the audio recording activation switch.</u></p> <p><u>At least one other trigger / panic button must be capable of being operated by a passenger from any passenger seat in the vehicle. Once activated, this switch must trigger the recording of video and audio in accordance with section 6.1 below.</u></p>
1.27	The system must include a visual indicator that will clearly show when audio recording is taking place. This indicator must be visible to all passengers within the vehicle.	This may take the form of an indicator LED built into the audio activation switch, or a remote LED that can clearly be seen by passengers.

## 2. Storage Capacity Technical Specification

Reference	Specification	Details
2.1	<u>Minimum of 28 days i.e. (28 x 24 hours) of recording capacity</u> <del>Minimum of twenty-one days of recording capacity</del>	<u>The camera system must be capable of recording and storing a minimum of twenty eight days of images of HD1 (720/288) size or better.</u> <del>The camera system must be capable of recording and storing a minimum of twenty-one days of images of HD1 (720/288) size or better.</del>
2.2	Images must be clear in all lighting conditions	<u>System to provide clear images in bright sunshine, shade, dark and total darkness. Also, when strong back light is present without the need for additional components.</u> <del>System to provide clear images in bright sunshine, shade, dark and total darkness. Also, when strong back light is present.</del>

## 3. Camera Head Technical Specification

Reference	Specification	Details
3.1	Camera installation non-obstructive	The camera and all system components shall be installed in a manner that does not interfere with the driver's vision or view of mirrors or otherwise normal operation of the vehicle.
3.2	Protected camera disconnect	The camera head shall be designed to disconnect for ease of removal and replacement by maintenance personnel.
3.3	Special tools for adjustment/removal	To prevent inappropriate interference only tools supplied to authorised fitters should be capable of carrying out adjustments or removal.
3.4	Field of view to capture all passengers in the vehicle	<u>The lens or the position of the camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a "fishbowl" effect.</u> <del>The lens of the</del>

		camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a “fishbowl” effect.
3.5	Images must be clear	System to provide clear images in all lighting conditions and allow different skin tones to be detected
3.6	Compatible for use in vehicles with a partition screen	The camera system must be adaptable to provide clear images when a vehicle is equipped with a partition screen. This may be accomplished with the use of multiple camera heads.
3.7	Multiple cameras	<u>The unit shall be capable of supporting up to four (4) cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles or external images.</u> <del>The unit shall be capable of supporting up to four (4) cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles.</del>

#### 4. Storage Device (Recorder) Technical Specification

Reference	Specification	Details
4.1	Impact and shock resistance	The recorder shall be impact resistant, sufficient to withstand a typical car accident, or striking with a large, heavy object such as a suitcase.
4.2	Controller in concealed location	<u>The storage unit shall be concealed from within the passenger compartment and effectively inaccessible except by authorised personnel. For example in the luggage area</u> <del>The storage unit shall be concealed from view and effectively inaccessible except by authorised personnel.</del>
4.3	Download port provision	<u>The recorder shall be equipped with a communication port within the hard drive housing for downloading by authorised officer</u> <del>The recorder shall be equipped with a communication port for downloading by authorised personnel.</del>
4.4	<del>Download port shall be located in an easily accessible location such as a glove compartment.</del>	The recorder download port shall be located in the glove box if practicable, if not then in a location that does not require the removal of panels and is accessible.
4.5	Download port cable length (300 millimetres minimum)	<u>Where required, any Dd</u> download port shall be at least 300 millimetres in length for ease of download.
4.6	Recorder to be securely affixed to the vehicle	
4.7	Log to register each user access	
4.8	Log to register camera system parameter modifications	
4.9	Log to register each image download session	
4.10	Log to register	

	modification / manipulation of downloaded images	
4.11	Log to register exporting of downloaded images	
4.12	Log to register exporting of downloaded clips	
4.13	Log file protected against un-authorised access	
4.14	Time/date stamp	All stored images must be time and date stamped.
4.15	Vehicle ID number stamp	<del>All stored images must have vehicle identification (VIN &amp; or number plate). All stored images must have two fields for vehicle identification (VIN &amp; number plate).</del>
4.16	Controller non-modifiable ID code stamp	Each recorded image shall be automatically stamped with a unique and non-modifiable code that identifies the controller that was used to record the image.
4.17	Controller (Storage Recorder)	Manufacturer to supply Doncaster Council with a supply of specialised tools to allow for removal of the controller and download of data when required.

## 5. Specifications for Video and Audio Recording Rate

Reference	Specification	Details
5.1	Video image recording on system activation (when audio is not activated).	<del>The system shall record images at a minimum rate of twenty five (25) images per second. The system shall record images at the rate of four images per second.</del>
5.2	Video image recording when audio is activated.	The system shall record images at the rate of twenty five images per second during periods when audio recording is activated (either due to time requirement, or through activation by the driver trigger switch or passenger <del>panic</del> audio button).
5.3	When activated, audio recording must be in real time and synchronised with the video recording.	<del>When activated, audio recording must be in real time and synchronised with the video recording.</del>
5.4	System to continue to record images (and audio when applicable) when engine is off.	<del>System must continue to record images (and audio when applicable) for 1 hour after engine / ignition or override switch is switched off. System must continue to record images (and audio when applicable) for 30 minutes after engine / ignition is switched off.</del>

## 6. Specification for Activation via Driver or Passenger Trigger / **AudioPanic** Buttons

Reference	Specification	Detail
6.1	<del>The activation of a trigger button when activated by driver or passenger. The activation of a trigger button must provide for overwrite-protected image storage when activated by driver or passenger.</del>	The system must be fitted with at least two trigger buttons that once activated will trigger the <del>protected</del> recording of audio and video (see also 1.17 and 1.26 above).

6.2	Emergency image overwrite protection capability	Image sequences resulting from emergency activation shall be recorded in an area of memory which is protected from being overwritten
6.3	Overwrite protection capacity for at least 3 activations	
6.4	Overwrite protection self-clear on 96-hour timer	

## 7. Downloading Technical Specification

Reference	Specification	Details
7.1	<del>Time to download complete memory not to exceed 30 minutes</del>	<del>Time to download to be accomplished in 30 minutes or less.</del>
7.2	Provision of necessary software, cables, security keys to the Council's Licensing Team.	
7.3	Windows <del>4.0</del> compatible.	<u>Once downloaded and converted</u>
7.4	Downloaded images stored in non-volatile media	
7.5	Downloaded images stored in secure format	
7.6	Verifiable image authenticity	<u>Each image shall be watermarked with vehicle ID, and time and date, and be tamperproof.</u> <del>Each image shall be stamped with controller ID and vehicle ID and be tamperproof.</del>
7.7	Provision of technical support to Doncaster Councils Licensing <del>Officersteam</del> when necessary.	<u>To assist in accessing system in case of damage to the vehicle or to the system in case of accident within a reasonable time frame</u> <del>To assist in accessing system in case of damage to the vehicle or to the system in case of accident within 1 hour during normal working hours and within 8 hours otherwise.</del>
7.8	Wireless Download Prohibited	Unit must not allow for wireless downloads. Wireless diagnostic may be used. <del>All wireless hardware to be disabled.</del>
7.9	Filter the specific images for events and times for the approximate time of the crime committed.	<u>The playback software must list the files in date and time slot order for ease of location of required file.</u>

## 8. Requirements in relation to System Information

Reference	Requirement	Details
8.1	<u>Provision of service log</u> <del>Provision of service log sheet with each unit shipped</del>	<u>The unit manufacturer shall have a service log. The manufacturer shall also provide detailed instructions for the drivers with each unit.</u> <del>The unit manufacturer shall have a service log shipped with the unit. The manufacturer shall also enclose detailed instructions for the drivers with each unit shipped. An installation manual shall also be furnished to authorised installers and fleet operators.</del>
8.2	Serial number indication on service log	The unit will be marked with a serial number

8.3	<u>Installation date indication on service log</u>	<u>A certificate of installation must be provided which will indicate the installation date</u> <del>The provision for the installer to indicate the installation date</del>
8.4	<u>Clarity of operating instructions</u> <u>Provision of driver instruction card with each unit shipped</u>	<u>The system shall be provided with clear and concise operation instructions which are written or presented with due consideration to varying levels of literacy.</u>
8.5	<u>Installation by authorised agents</u> <u>Provision of installation manual to installers and fleet operators</u>	<u>The unit shall only be installed by manufacturer's authorised agents.</u>
8.6	<u>Provision of authorised agents list to the Council Licensing Team</u> <u>Clarity of operating instructions</u>	<u>The manufacturer or supplier shall provide a list of all authorised agents to the Council Licensing Team.</u> <del>The system shall be provided with clear and concise operation instructions which are written with due consideration to varying levels of literacy.</del>
8.7	<u>Documentation</u> <u>Installation by authorised agents</u>	<u>The manufacturer must provide clear and concise operating instructions which are written or presented in layman's terms. (Details on how the system operates)</u> <del>The unit shall be installed by manufacturer's authorised agents, or other installers approved by the Council (subject to agreement with the manufacturer).</del>
8.8	<u>Image Protection</u> <u>Provision of authorised agents list to Doncaster Councils Licensing Officers</u>	<u>All captured images must be protected using encryption software that meets or exceeds the current FIPS 140-2 (level 2) standard or equivalent.</u> <del>The manufacturer shall provide a list of all authorised agents to Doncaster Councils Licensing Officers.</del>
8.9	<u>Documentation</u>	<u>The manufacturer must provide clear and concise operating instructions which are written in layman's terms. (Details on how the system records the images)</u>
8.10	<u>Image Protection</u>	<u>All captured images must be protected using encryption software that meets or exceeds the current FIPS 140-2 (level 2) standard or equivalent.</u>

## 9. System requirements in relation to Vehicle Inspection Facility – Inspections

Reference	Requirement	Details
9.1	Provision of system status/health indicator	The driver shall have an indicator showing when the system is operational and when there is a malfunction. <u>This should include the images as shown to verify the status of each camera.</u>
9.2	<u>Mounting location of system status/health indicator to be seen</u> <u>Mounting location of system status/health indicator to be seen by driver only</u>	<u>The indicators shall be mounted in such a way so as to allow for ease of view.</u> <del>The indicators shall be mounted/installed for the driver's vision only.</del> The indication system must be in accordance with section 9.3 and 9.4 below.
9.3	<u>Design and or installation to be testable as part of the vehicle compliance test (or persons acting on behalf of the council – such as vehicle inspectors)</u> <u>Additional indicator requirement</u>	<u>The system shall be designed and installed such that the system may be easily tested as part of vehicle compliance test as prescribed.</u> <del>Where a system is fitted with an indicator to show that the system is on, this indicator shall be separate to those listed above or of a different colour to avoid any possible confusion on the part of the drivers using the system.</del>



9.4	Designed / installed to be testable by Doncaster Councils Licensing Officers (or persons acting on behalf of the Council— such as vehicle inspectors)	The system shall be designed and installed such that the system may be easily tested by Doncaster Council Licensing staff to ensure that all features are operating and that images are being recorded as prescribed.
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## 10. General System Requirements

Reference	Requirement	Details
10.1	Vandal and tamper resistance	<u>All component parts must be securely mounted, hard wired and small and discreet enough to remove the risk of tampering.</u>
10.2	Provision of statement of compliance	In addition to a formal test of all aspects of this requirement specification, a statement of compliance shall be provided and signed by an officer of the company.
10.3	Reliability in operational and environmental conditions	The system shall provide reliable and full functionality in all operational and environmental conditions encountered in the operation of licensed vehicles.
10.4	Programmability of image timing parameters	It shall be possible to change timing and parameters without the requirement to change components.
10.5	Training and Technical Support and Equipment	Manufacturer must provide Doncaster Council Licensing <del>Team Officers</del> with <del>a</del> Training and Technical <u>Support. Manual.</u> <del>Supply a working unit to Doncaster Council Licensing for testing purposes.</del>
10.6	Software and Hardware	Manufacturer to supply Doncaster Council Licensing <del>Team Officers</del> with a supply of cables and software to be installed under the supervision of the Council's authorised staff.
10.7	Agreement between the Camera Manufacturer and Doncaster Council	Agreement to allow Doncaster Council access to the relevant software from the <u>manufacturersupplier</u> so that in the event the manufacturer goes out of business, council will be able to support the system.