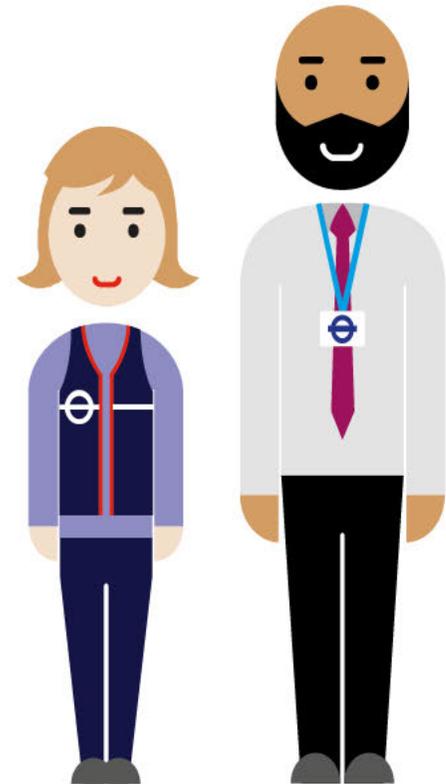


Body Worn Video

Edesix VIDEOTAG VT-100

March 2019

Guidance for Station Staff



Edesix VIDEOTAG VT-100

Introduction

The Edesix VIDEOTAG VT-100 is a body worn video (BWV), for use during your shift for the purposes of recording any confrontations either verbal or physical with customers.

The device when activated records both audio and visuals.

The BWV is an additional piece of equipment for your personal safety and does not override any training or instructions you have previously received on Workplace Aggression and Violence and avoiding conflict.

Use of the BWV is voluntary and can be used by any grade (CSA, CSS, CSM) during a shift.



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- Use of the BWV is voluntary - staff who wish to book out a BWV should do with the CSM/CSS at the start of a shift.
- A BWV can be worn for *all duties, all shifts, (early/middle/late)* and should be worn for the *duration* of your shift.
- The device should only be switched on in circumstances highlighted throughout this guidance.
- Each station that has been assigned BWVs will have a BWV Champion.
- In order to better understand how we use BWV and the effect it has in confrontational situations - users will need to complete an engagement survey. This will take approximately 2-3 minutes to complete.
- The results will assist in assessing the benefits of use of BWV on LU.
- Any footage captured on the camera is encrypted and can only be downloaded on to the computer at Baker Street.
- The footage is not available for general viewing by either London Underground or BTP.
- Footage will not be used as part of disciplinary action.



Using the Body Worn Video Device



- The BWV is on standby - to start recording push either button at the back of the device. No signing in is required.
- Keep the camera on your person either with an attached rotational clip or with the lanyard.
- The camera should be placed around chest height and front facing. The camera angle is pretty wide so will capture events happening in front of you.

This camera is to be used to record incidents that you feel are confrontational and could escalate to an assault.

The camera is not to be used filming people “double gating” or any other type of fare evasion. To record and report incidents of fare evasion please continue to use the WAASB app.

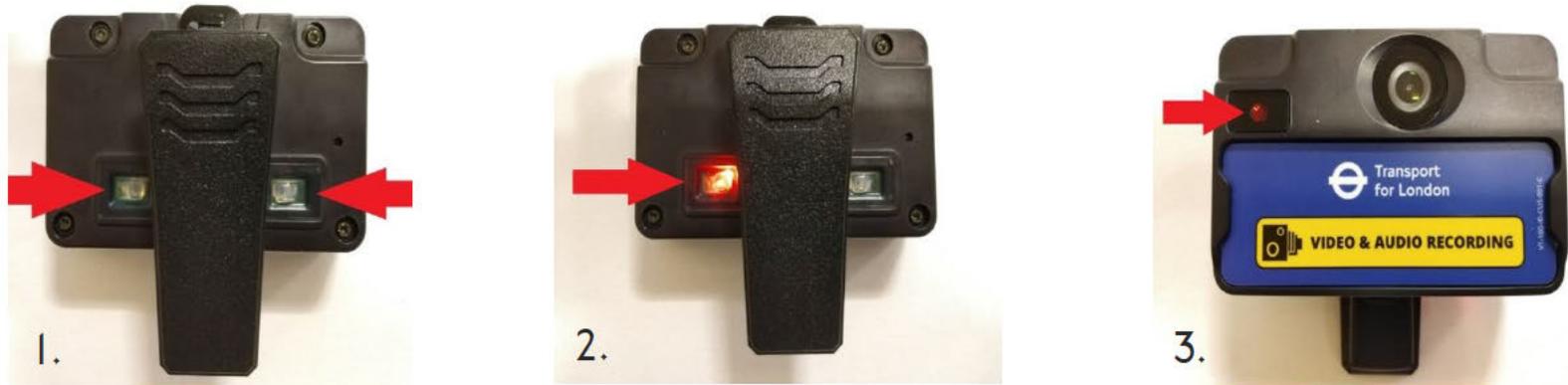
You must inform the person you are recording that you are doing so.

For example “I am now recording you for my own safety” would suffice. **Or “please be aware you are being recorded”**



BWV User Guide

How to operate the Body Worn Video device



1. To begin recording simply press either button on the back of the camera.
2. You will feel the camera vibrate and a red light will illuminate on the back and front of the camera.
3. To stop recording simply press either button on the back up and the camera will return to standby mode.

If the record button is operated by accident, stop the recording and carry on using the video device as normal.



BWV User guide

After an incident:

- A CSM/CSS will complete an EIRF for every incident that needs to be reported and they will contact Revenue Control.
- The BWV can still be used after an incident is recorded as there is ample memory on the device. The incident remain on the memory - unaffected until it is downloaded.
- If the record button is operated by accident just stop the recording and carry on using the camera as normal. The accidental recording will be erased when the camera is returned to the Revenue Control office.
- When you have finished your shift sign the camera back in with the CSM or CSS.
- These devices are to be used as an additional piece of equipment for your personal safety. They should in no way override any training or instruction you have previously received on Workplace Aggression and Violence. Your safety is paramount.

If an incident escalates further, contact the control room or activate the PIA (personal incident alarm – orange button) on your radio, move to a place of safety.



CSM/CSS

The role of the CSM or CSS will be to:



- Book out the BWV to a member of staff .
- Log which video device number is booked out.
- Ensure the video device is logged back in at the end of the shift.
- The BWV has a six month battery standby they will only need charging every couple of weeks.



It is suggested that the devices are charged in rotation over a few nights.

- The device will be collected every few weeks and returned to Baker Street where they will be docked and any accidental or unwanted footage will be erased from the unit.
- This also allows for any updates to the software to be carried out. The video devices will then be returned on the same day.



CSM/CSS cont.

The role of the CSM or CSS in the event of an incident:



If an incident is recorded the CSM/CSS must complete an EIRF.

The CSM or CSS should:

- Contact Revenue Control on:
 - Email: [REDACTED]
- Giving the following details:
 - Location of the incident
 - The user's name
 - The video device number and
 - EIRF number



We will arrange for the BWV to be collected and returned.



Edesix VIDEOTAG VT-100

Product Features



- ♦ Evidential quality video and audio recording;
- ♦ Secure Encryption.
- ♦ 4 hours record time.
- ♦ 6 month battery standby.
- ♦ Robust and weatherproof design.
- ♦ Day and night operation.



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Product Features

Front light
(this light is illuminated red –
indicating that
the video is
switched on
and recording)



Video lens

Footage is
captured
through this
lens

Clip



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Product Features

Activation button on either side – illuminates red when pressed (shown)



Activation button on either side – illuminates red when pressed

Clip
Bi-rotational (can be turned to the left or right)



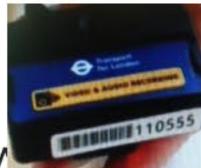
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Product Features

Lanyard – is removable using clips either side, but can be worn using a lanyard or the clip (located behind).

** Other features**

- USB charging port on the side
- Video number located at the bottom (as shown)



A wall charger and micro USB charging cable will be supplied. The video device can be charged via wall socket or a computer hard drive.



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Information / Support

For more information or support on using the BWV:

- Speak to your BWV Champion *or*
- Email 

