



# CCTV

## Application to View/Obtain copy of DVD/Photo (by member of NSW Police Force)

### APPLICATION DETAILS

Cops Events/Charge No:	Police Exhibit Book No:
CCTV Camera Number(s):	

### NATURE OF APPLICATION (Indicate the type of application – tick all boxes that apply):

<input type="checkbox"/> View a DVD	<input type="checkbox"/> Obtain copy of a DVD	<input type="checkbox"/> Urgent (ie next working day)
<input type="checkbox"/> View a Photo	<input type="checkbox"/> Obtain a copy of a Photo	<input type="checkbox"/> Non-urgent (ie required -court brief)

### APPLICANT DETAILS

Name (NSW Police Case Officer):	
Position:	Local Area Command:
Telephone number:	Email: @police.nsw.gov.au

### INCIDENT DETAILS

Date:

Time (stipulate am/pm):

Street:

Specific location: *(please describe location as accurately as possible including the names of any nearby premises)*

Details of circumstances in which incident occurred: *(please describe what took place, individuals involved or attach edited version of the Victim Statement or Narrative)*

Details of category to which incident relates:

### APPLICANT ACKNOWLEDGEMENT AND EXECUTION

I have read the Conditions of Use overleaf and agree to abide by them in the event that Orange City Council releases to me a copy of a DVD/Photo or approves the viewing of a DVD/Photo.

Signature of NSW Police Case Officer:	Date:
Signature of NSW Police Commissioned Officer:	Date:

### ORANGE CITY COUNCIL OFFICE USE ONLY

<input type="checkbox"/> Approved	OCC Authorised Officer Name:	Signature:	Date:
<input type="checkbox"/> Rejected			
DVD/photo played/ Produced by:	OCC Staff Name:	Signature:	Date:
Original DVD/Photo Identification No.		Copy DVD/Photo Identification No.	
DVD/Photo received by:	Police Officer Name:	Signature:	Date:



# Orange City Council CCTV Conditions of Use

## CONDITIONS OF USE GENERALLY

- 1 I acknowledge that any DVD/photo released to me is the property of Orange City Council.
- 2 I will not allow copies of any DVD/photo released to me to be reproduced except for court purposes.
- 3 I will not show or display any image or release it publicly without the prior written consent of Orange City Council.
- 4 I will keep the information released to me in a locked receptacle when not being utilised.
- 5 I will only use the released information for the purpose/s stated on this application.
- 6 I will return the DVD/photo to the Coordinator, CCTV Cameras Program Control Room, within 28 days of receipt, unless otherwise negotiated.
- 7 If it is necessary to use a DVD/photo as evidence in a court of law, the original DVD will be subpoenaed from the Orange City Council.

## CONDITIONS APPLYING TO ENTRY TO THE CONTROL ROOM

*(entry is permitted only when "View a DVD" box is selected on the form)*

Authorised visitors to the CCTV Cameras Program Control Room are required to abide by the CCTV Cameras Program Protocols and Standard Operating Procedures. Authorised visitors to the Control Room will be required to:

- 1 Make the visit to the Control Room as brief as possible.
- 2 Remain with the Responsible Officer supervising the visit.
- 3 Not touch or attempt to operate any equipment in the Control Room.
- 4 Not touch or move any object in the Control Room.
- 5 Direct all enquiries regarding the CCTV Cameras Program to the Responsible Officer supervising the visit.

## COMPLETED APPLICATIONS

Completed applications for the viewing/supply of a DVD/photo should be forwarded to:

The Coordinator  
CCTV Cameras Program  
Orange City Council  
PO Box 35  
ORANGE NSW 2800

Or Fax 02 6393-8199

Or email [council@orange.nsw.gov.au](mailto:council@orange.nsw.gov.au)