



# Standard Operating Procedure

## Decommissioning of a red light camera site

### Aim

To allow the most appropriate utilisation of resources by removing camera sites / housings which have fulfilled their purpose of casualty / speed reduction and are to be considered for removal.

### Specifically Relevant Documents and or Partner Documents

None Identified

### Author

Safety Camera Partnership Project Manager

### Authorisation

D&CSCP Steering Group Chairman and / or delegated Member

### Issue Number and Date

001 14/09/04

### Procedure

	Action	Responsible Person / Group
Initial Phase	The site is categorised as a low or zero enforcement site	Operations Manager
Initial Phase	Specify what engineering work has been done to reduce the hazard / speeds	Local Authority Safety Engineer
Initial Phase	Confirm collision data at site is zero or very low	Data Analyst
Initial Phase	Present results to Project Manager / Relevant Steering Group Member to inform appropriate stakeholders, and seek feedback	Project Manager / Steering Group Member
Study Phase	Record offence levels at the site being below the average level for the area without bag.	Local Authority Safety Engineer
Study Phase	The camera to be bagged to indicate it is not in use and further offence level records to be taken	Local Authority Safety Engineer
Study Phase	Check offence levels have not risen significantly with bag in place (minimum 3 months) consider removal of bag if offending rate increased.	Local Authority Safety Engineer
Approval Phase	If the results indicate no significant increase in offending during the period of bagging	Local Authority Safety Engineer



<h1>Standard Operating Procedure</h1>
<h2>Decommissioning of a red light camera site</h2>

Approval Phase	Ensure compliance with stated process and that data conforms to requirements	Steering Group
Approval Phase	Confirm Decision with Community representatives	Local Authority Safety Engineer
Completion	Camera housing removed and site decommissioned	Local Authority Safety Engineer

Note – the individual steps must be completed in each of the phases, before proceeding to the next phase.

**Applicable Form and Proformas**

None Identified

**Process Inputs**

Feedback from Publicly elected representatives or Partnership / local authority analysis of accident / speed data.

**Process Outputs**

Site decommissioning and spare housing recycling