



THE CITY OF  
OXFORD

# Taxicab Safety Book of Standards



Prepared by:

Oxford Police Department

# Cameras

All taxicab safety cameras shall meet or exceed the following standards approved by the City of Oxford.

## **Overall Camera System**

- a. The system chosen by the taxicab service company from a taxi camera supplier must meet or exceed the standards set by this section.
- b. All installations must be completed in accordance with the instructions of the manufacturer of the system.
- c. All taxicab service companies shall provide the Oxford Police Department with all updated software and hardware, in compliance with city standards, to download images from the camera system installed.
- d. Every camera system installed shall be tested before the taxicab vehicle may be placed into service. The test will include:
  - 1) Photos showing the alignment of the camera to cover the driver and backseat area.
  - 2) Photos showing the system under low-light conditions.
- e. The installer of a camera system shall complete and submit an installation report form to the Oxford Police Department and to the licensee of the taxicab before the taxicab may be placed into service. The report must include:
  - 1) Taxicab vehicle identification number (VIN)
  - 2) Serial number of camera
  - 3) Serial number of control unit
  - 4) Service company name
  - 5) Vehicle owner's name
  - 6) Date the camera system was installed
  - 7) Attached test photos
  - 8) If system was installed in another taxicab, the vehicle identification number from the taxicab from which the system was transferred.

- f. System components shall be easily interchangeable in the event that one component fails or is damaged. A replacement report must be filled out with photos showing a properly working system.
- g. Installers must have access to the system configuration software to confirm that the camera system is operating properly, that information associated with an image is being properly captured, that the internal clock for the control unit is set properly, and that the camera head is positioned correctly.
- h. The system shall be protected from reverse voltage, short circuits, and high voltage transients likely to be encountered in the electrical system of the vehicle.
- i. The system shall not be adversely affected by lower voltages that are likely to be encountered with the starting of the vehicle engine.
- j. The system shall be connected directly to the vehicle battery and the fuse shall be concealed.
- k. The system may not make an audio recording.

### **Camera Head**

- a. Shall be sufficiently shock resistant to withstand vehicle movements over variable terrain and the impact of a typical vehicle collision.
- b. Digital cameras must be mounted on the front dashboard or windshield in such a way as to not limit the driver's view.
- c. Digital cameras must be equipped with infrared illumination so there is no need for outside light sources.
- d. Must provide a clear digital image of reproduction of the entire interior of the taxicab, including the faces of all occupants.
- e. Must ensure a tamperproof connection from the control unit to the camera head.
- f. Must not have sharp corners or edges.

## **Control Unit**

- a. Shall be sufficiently shock resistant to withstand vehicle movement over variable terrain and the impact of a typical vehicle collision.
- b. Shall be separate from the actual camera head.
- c. The control unit must be mounted in an approved location concealed from view and accessible only to persons authorized to download images.
- d. Housing and installation bracket must be tamperproof.
- e. Must have a minimum of two camera inputs.
- f. Must be powered by a 12-volt DC system with input protection.
- g. Must have a backup battery to hold images in case of a power failure.
- h. Automatic image recording loop, but sufficient memory to cover a 12-hour shift.
- i. Each image taken and stored must have stamped on it the time, date, and identification number of the taxicab.
- j. If the unit has removable flash memory, access to images via removable flash memory card must require a coded hardware key, which shall be issued to authorized agents only.
- k. The recording and downloading of images shall be at the system's maximum resolution configurable.
- l. The unit shall have mounted a malfunction indicator or LED that is visible only to the driver.

## **Camera Activation**

- a. Camera shall operate continuously at all times while the taxi is in service. The driver shall have no control over the system.
- b. Any emergency switch activation shall lock all images in the control unit until they are downloaded and the unit is unlocked by authorized personnel.

## **Image Retrieval, Storage, and Release**

- a. All service companies installing cameras shall provide the Oxford Police Department with software and hardware in compliance with city standards, capable of downloading images from authorized taxicabs within the City of Oxford.
- b. Image retrieval shall be completed by the Oxford Police Department.
- c. Images shall be used only as part of investigation and/or prosecution of alleged crimes, including violations of the City's taxicab ordinance.
- d. Image retrieval shall be completed by the Oxford Police Department. The authorized personnel downloading images shall fill out a form with the following information:
  - 1) Name of authorized person downloading images
  - 2) Date and time of downloading
  - 3) Service company name
  - 4) Vehicle identification number, license plate number, control unit number, camera number, and taxicab number
  - 5) Driver's name and identification number
  - 6) Complainant's name, date, time, and type of complaint
  - 7) Number of images downloaded
  - 8) File name under which images are stored
- e. Images shall be protected against access by wireless technology.

## **Signage of Vehicle**

- a. Signs will be placed on the lower portion of a non-lowering, right and left rear door window or the upper third of a rear window that is mechanically operated. Signs must be visible to passengers before the passenger enters the taxicab.
- b. Signs must be printed on both sides for interior and exterior viewing.
- c. Signs must give the following statement:

**VEHICLE IS EQUIPPED WITH SECURITY CAMERA  
AND ALL OCCUPANTS WILL BE PHOTOGRAPHED.**

## **Camera System Inspection**

- a. Each digital camera must be inspected by an authorized repair facility every six months or by an inspector of the City of Oxford during the spring and fall inspections or when there is reason to believe the camera system is not operating properly.
- b. The licensee of the taxicab shall provide the Oxford Police Department with a copy of the inspection report, if not completed by an inspector, showing the current status of the camera:
  - 1) Service company name
  - 2) Vehicle owner's name
  - 3) Vehicle identification number
  - 4) Cab number
  - 5) Control unit identification number
  - 6) Camera identification number
  - 7) Copy of photo
  - 8) Date and time inspection was completed
  - 9) Name of company completing the inspection
  - 10) Name of person completing the inspection
- c. Any report showing a camera system no being in good working condition shall be taken out of service until the system is in good working order.



**City of Oxford**

**Taxicab Camera Installation/Replacement Form**



**THE CITY OF  
OXFORD**

Service Company Name \_\_\_\_\_

Vehicle Owner's Name \_\_\_\_\_

Taxi Vehicle Company/Number (example: ABC #628) \_\_\_\_\_

VIN of Vehicle Getting Camera Installed \_\_\_\_\_

Serial Number of Control Unit Being Installed \_\_\_\_\_

Serial Number of Camera Being Installed \_\_\_\_\_

Date Camera Installed \_\_\_\_\_

Is This a Replacement Camera? \_\_\_\_\_

Date Control Unit Installed \_\_\_\_\_

Is This a Replacement Control Unit? \_\_\_\_\_

*If control unit and camera were previously installed in another taxicab, complete the following:*

Unit was removed from the taxicab with vehicle ID number \_\_\_\_\_

Date This Form Completed \_\_\_\_\_

Installation Company Name \_\_\_\_\_

Installer's Name \_\_\_\_\_

Test photos must be attached to this form.



**City of Oxford**  
**Camera Image Retrieval Report**



Reason for Retrieval \_\_\_\_\_

Complainant's Name \_\_\_\_\_

Date and Time of Complaint \_\_\_\_\_

Type of Complaint \_\_\_\_\_

Name of Person Downloading Images \_\_\_\_\_

Title \_\_\_\_\_

Date and Time of Downloading \_\_\_\_\_

Number of Images Downloaded \_\_\_\_\_

File Name Under Which Images Are Stored \_\_\_\_\_

Service Company Name \_\_\_\_\_

Driver's Name \_\_\_\_\_

Driver's ID Number \_\_\_\_\_

Taxi Vehicle Company/Number (example: ABC #628) \_\_\_\_\_

Taxicab VIN \_\_\_\_\_

Taxicab Car Number \_\_\_\_\_

Taxicab Plate Number \_\_\_\_\_

Control Unit Number \_\_\_\_\_

Camera Number \_\_\_\_\_

Today's Date and Time \_\_\_\_\_

Name of Person Completing this Form \_\_\_\_\_

Title of Person Completing this Form \_\_\_\_\_





**City of Oxford**

**Taxicab Camera Inspection Form**



**THE CITY OF  
OXFORD**

This form must be completed if the taxicab vehicle owner has the camera system inspected by a certified installer.

Name of Company Completing Inspection \_\_\_\_\_

Name of Peron Completing Inspection \_\_\_\_\_

Date Completed \_\_\_\_\_

Time Completed \_\_\_\_\_

Check one of the following:

- All system components are operating properly.
- One or more system component failed. Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service Company Name \_\_\_\_\_

Vehicle Owner's Name \_\_\_\_\_

Vehicle ID Number \_\_\_\_\_

Cab Number \_\_\_\_\_

Control Unit ID Number \_\_\_\_\_

Camera ID Number \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Completing Inspection \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Inspection photos must be attached to this form.