

## VIDEO SURVEILLANCE/ CAMERA MAINTENANCE POLICY

The Butler Transit Authority places the highest priority on passenger and public safety. Placing video cameras on Authority vehicles is one way to ensure passenger safety, proper driver management and general security for the Authority and the public as to its vehicles and operation of the same.

### I. Posting Guidelines:

The Authority shall post notices on each vehicle [and on its properties] where cameras are located. The notice shall be in substantially the following form:

**[THIS VEHICLE IS MONITORED BY AUDIO AND VIDEO RECORDING DEVICES. BY ENTERING THE VEHICLE AND RIDING WITH BTA, YOU ACKNOWLEDGE THAT YOUR IMAGE AND/OR VOICE MAY BE RECORDED BY THE ON-BOARD CAMERAS. BTA USES THESE DEVICES FOR A VARIETY OF REASONS AND YOUR IMAGE OR VOICE MAY BE USED FOR ANY SUCH PURPOSE –INCLUDING FULFILLING REQUESTS FOR VIDEOS/AUDIO TAPES FOR RIGHT TO KNOW PURPOSES. BTA’S AUDIO/VIDEO MAINTENANCE POLICY IS ON FILE AT BTA’S ADMIN OFFICE AT 130 HOLLYWOOD DRIVE BUTLER PA AND AVAILABLE ON THE AUTHORITY’S WEBSITE [www.butlertransit.com](http://www.butlertransit.com).]**

### II. Ownership of Videos:

- A. The ownership of video tapes from Authority vehicles [or property] rests exclusively with the Authority.
- B. In the case of accident investigations and/ or criminal investigations, the Authority may provide videos to its solicitor, insurance adjuster and other persons who may require the use of such video to defend the Authority.
- C. Nothing in this policy should be construed to provide additional rights as to the review and/ or duplication video tapes under the Pennsylvania Right to Know Act. Any and all exceptions as to the review and/ or duplication of tapes under the Right to Know Act remain applicable to all videos.

### **III. Viewing Policy:**

- A. The Authority may view cameras for any reason, including performance reviews of drivers, accident investigation, investigation of passenger and/ or driver complaints, camera maintenance and/ or testing, criminal investigation purposes or other reason determined by the Authority as to the necessity to review videos.
- B. The Authority shall designate the Executive Director, Facilities Manager and the Public Relations/IT Manager as the individuals privy to the review of videos.
- C. The Authority may use vehicle and/ or property cameras as a method of cooperating with law enforcement personnel to investigate accidents, crimes or other activities upon request of such a law enforcement officer. The decision to allow law enforcement officers to review videos shall rest with the Authority's Executive Director and/or staff.

### **IV. Video Retention:**

- A. In the event of accident-investigation retention, such videos shall be retained for a period of three years after the event, or until such time as litigation has come to final resolution.
- B. In the event that a video is retained for any other purpose, the Authority shall refer to its record retention policy.
- C. Videos shall be retained in a manner that protects any digital and/or taped video format, based upon available technology at the Authority.

### **V. Maintenance:**

- A. The Authority shall check the operation of its video cameras once a month.
- B. Operators or maintenance personnel shall report malfunctioning cameras to the maintenance department immediately upon discovery of such malfunction.
- C. The Authority shall not make it a practice of checking cameras on daily pre-trip and/ or post-trip inspections.

- D. The Authority shall use its best efforts to ensure that its cameras are operational on a daily basis. However, due to the mechanical nature of cameras the Authority cannot guarantee the operation of one or more vehicle cameras at any given time.