

## VIDEO SURVEILLANCE & AUDIO POLICY / VIDEO & AUDIO MAINTENANCE POLICY

The Washington County Transportation Authority (Freedom Transit) places the highest priority on employee and public safety. Placing video cameras & audio equipment on Freedom Transit vehicles and property is one way to ensure employee safety, proper asset management and general security for the authority.

### I. Posting Guidelines:

Freedom Transit shall post notices on each vehicle [and on its properties] where equipment is located. The notice shall be in substantially the following form:

[THIS VEHICLE [PROPERTY] HAS AUDIO AND VIDEO RECORDING EQUIPMENT. BY ENTERING THE VEHICLE [PROPERTY] AND RIDING WITH FREEDOM TRANSIT, YOU UNDERSTAND AND ACKNOWLEDGE THAT YOUR IMAGE AND/OR VOICE MAY BE RECORDED BY THE EQUIPMENT AND THAT YOU HAVE NO REASONABLE EXPECTATION OF PRIVACY IN YOUR IMAGE AND/OR VOICE. FREEDOM TRANSIT USES THIS EQUIPMENT FOR A VARIETY OF REASONS. YOUR IMAGE AND/OR VOICE MAY BE USED FOR ANY SUCH PURPOSE. FREEDOM TRANSIT'S AUDIO/VIDEO POLICY IS ON FILE AT FREEDOM TRANSIT'S ADMINISTRATIVE OFFICE AT 50 EAST CHESTNUT ST, WASHINGTON, PA 15301 AND ON OUR WEBSITE AT WWW.FREEDOM-TRANSIT.ORG.]

### II. Ownership of Recordings:

- A. The ownership of any video/audio recordings from FREEDOM TRANSIT vehicles [or property] rests exclusively with FREEDOM TRANSIT.
- B. In the case of accident investigations, criminal investigations and/or for other purposes, Freedom Transit may provide recordings to its solicitor, insurance adjuster and other persons who may require the use of such recordings to defend Freedom Transit.
- C. Nothing in this policy should be construed to provide additional rights as to the review and/or duplication video/audio under the Pennsylvania Right to Know Act. Any and all exceptions as to the review and/or duplication of recordings under the Right to Know Act remain applicable to all recordings.
- D. Recordings may be subject to production/disclosure by Freedom Transit pursuant to order of court, subpoena, or other legal process.

### III. Viewing and Monitoring Policy:

- A. Freedom Transit does not monitor live video/audio.
- B. Freedom Transit may view video & audio from cameras for reasons including, accident investigation, investigation of employee complaints, camera maintenance and/or testing, criminal investigation purposes or other reason determined by Freedom Transit in its sole discretion to be beneficial to public safety and/or its operations. In any case, video & audio must be intentionally downloaded and preserved prior to being overwritten.

- C. Freedom Transit shall designate the Executive Director, Deputy Director, Director of Fixed Route, Operations Manager, and the Information Systems Manager as well as others to the individual's privy to the review of recordings.
- D. Freedom Transit may use video cameras and audio equipment 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 recordings shall rest with the Freedom Transit's Executive Director and/or staff. Freedom Transit shall also produce recordings pursuant to lawful order of Court or unobjected to subpoena.

IV. Video/Audio Recordings Retention:

- A. In the event of accident-investigation retention, such recordings 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 recording is retained for any other purpose, Freedom Transit shall refer to its record retention policy.
- C. Recordings shall be retained in a manner that protects any digital and/or taped video/audio format, based upon available technology at Freedom Transit.
- D. Freedom Transit manages a variety of video cameras and audio equipment. Each camera system retains recordings pursuant to that system. For this reason, Freedom Transit does not guarantee for any certain period of time recordings will be retained under circumstances where Freedom Transit is not on notice of any accident or other investigation.

V. Maintenance:

- A. Freedom Transit shall check the operation of its video cameras and audio equipment on vehicles once every 3 months.
- B. Operators or maintenance personnel shall report malfunctioning video cameras and audio equipment to the Director of Fixed Route or the Deputy Director upon discovery of such malfunction.
- C. Freedom Transit shall not make it a practice of checking video cameras and audio equipment on daily pre-trip and/ or post-trip inspections.
- D. Freedom Transit shall use its best efforts to ensure that its video cameras and audio equipment is operational on a daily basis. However, due to the mechanical nature of video cameras and audio equipment, Freedom Transit cannot guarantee the operation of video cameras and audio equipment at any given time.