



## Board Adopted Policy

Policy Title: **Video Surveillance**

Effective Date: 09/12/2012

Review Cycle: Three (3) Years

Board Approval Date: 09/12/2012

Review Date:

Review Date: 08/26/2015

Review Date:

Review Date:

Review Date:

I. Application: Authority wide

II. Intent: The Benzie Transportation Authority (BTA) recognizes that the use of video surveillance equipment can significantly help it to protect BTA property, including its mobile equipment, and also protect and ensure the safety of the users of its facilities, its employees, visitors and the general public. It also recognizes the need to enhance public safety and security in a manner consistent with accepted rights of privacy. The purpose of this policy is to establish the policies and procedures under which the BTA will meet those objectives.

III. Procedure: Notice to Public and Employees:

Premises and Buildings

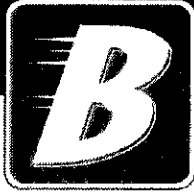
The BTA shall place signs at the entrance to any of its premises, buildings and facilities which are under video surveillance, as well as areas inside such buildings which are under video surveillance, advising all persons in entering said premises and/or buildings, including its employees, that the premises, building or area is under video surveillance, and that such video surveillance is for the purpose of assisting the BTA in providing for public safety and protecting public and private property.

Buses

The BTA shall place signage on all buses advising bus users and the public that the bus is under video and audio surveillance, and that such video and audio surveillance is for the purpose of assisting the BTA in providing for public safety and protecting public and private property.

VI. Placement of Video Surveillance Equipment:

Premises and Buildings



The BTA may place video surveillance equipment at such locations on the BTA premises and within its buildings and facilities which it deems suitable for observing and recording the activities of persons on said premises and within said buildings, including those areas open to the public as well as the offices and other work areas in which its employees perform their jobs. No such equipment shall, however, be placed in any public or employee rest room, in any employee locker or dressing room, or in any other area where the public and/or employees have a legally recognized high expectation of privacy.

#### Buses

The BTA may place video and audio surveillance equipment on all buses for the purpose of observing and recording the activities of persons on said buses, including the activities of BTA employees

#### V. Terms and Conditions of Use:

##### Access and Monitoring

Except as otherwise provided herein, only the Executive Director and the Operations Manager are permitted to have access to the data recorded by the video surveillance system, and such data may only be monitored by the Executive Director and/or the Operations Manager. Such monitoring will be performed on an as needed basis and will be used solely for monitoring the activity of the public as well as BTA employees for the purpose of ensuring the safety of the public and BTA employees, the safety and protection of BTA facilities and equipment, and employee activity. In addition to the Executive Director and the Operations Manager, video surveillance may, with the permission of the Executive Director, be monitored by authorized personnel to determine the availability of personnel and equipment to meet the need of the BTA's users or by BTA mechanics for assistance in determining the cause of any equipment or facility malfunction.

##### Storage and Retention of Data

The video and audio (if any) data obtained from the operation of the BTA's video surveillance system may be stored for such period of time as deemed necessary by the Executive Director, and shall be accessible only by the Executive Director and/or the Operations Manager. Such stored data shall be clearly identified as to the date and location of its origin.

##### Release to Third Party

The data recorded by the video surveillance system is the private property of the BTA and, except as otherwise provided herein, shall not be transferred, released or delivered in any manner to any other person or entity. The Executive Director may, however, authorize the



release of such data to a law enforcement agency for investigative purposes or to another third party in response to a lawfully issued subpoena.

#### Destruction of Data

The video and audio (if any) data recorded by the video surveillance system may be erased automatically by the system every 14 days of surveillance.

#### Destruction, tampering or interfering with the video surveillance system

Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be reported to the appropriate law enforcement agency. In addition, any employee who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to disciplinary action up to and including discharge.

Further, any person who intentionally blocks or interferes with the operation of the video surveillance camera or any part of the video surveillance system may be reported to the appropriate law enforcement agency. In addition, any employee who intentionally blocks or interferes with the operation of the video surveillance camera or any part of the video surveillance will be subject to disciplinary action up to and including discharge.