



**COLUMBIA COUNTY PUBLIC TRANSPORTATION AUTHORITY
507 W CAMERON ST. DAYTON, WA 99328**

SUBJECT: VEHICLE VIDEO SURVEILLANCE
SECTION: 9-RECORDKEEPING AND MISCELLANEOUS

EFFECTIVE DATE: 4/20/2023	REPLACES: VIDEO SURVEILLANCE POLICY
APPROVED BY: CCPTA BOARD	ADOPTED SEPTEMBER 28, 2010
APPROVAL DATE: 4/20/2023	

**Columbia County Public Transportation Vehicle Video Surveillance Policy
April 2023**

Columbia County Public Transportation Authority (CCPTA) places video camera and audio equipment on public vehicles to ensure passenger safety, proper driver management, and general security. All surveillance equipment must be clearly and prominently labeled to inform all passengers and employees that their image and voice may be recorded. The following policy sets guidelines for CCPTA employees to follow regarding the maintenance, extraction, and general surveillance of this equipment in a legal, professional, and secure manner.

Section 1: Video Surveillance equipment

- a. All CCPTA vehicles that are used to serve the general public and transport passengers are equipped with video cameras that monitor both image and sound. CCPTA uses AngelTrax software.

- b. All video cameras are placed to capture both the passenger and driver compartment of the vehicle, as well as the external road view for safety and accident purposes. By entering a CCPTA vehicle, you are acknowledging that your image and/or voice may be recorded by the equipment. CCPTA



uses this equipment for investigating complaints of a driver or passenger, driver performance reviews, accident investigations, and all general safety purposes. This is to promote a safe environment by preventing/deterring

acts of theft, vandalism, harrassement, unsafe acts, or assault, and encouraging safe operation from CCPTA employees.

- c. To ensure there is no violation of a person's reasonable expectation of privacy, CCPTA cameras shall be focused on public spaces, and images shall not be used improperly. CCPTA shall comply with all local, federal, and state case law applicable to the use of surveillance cameras in the public space.

Section 2: Video Surveillance Maintenance

- a. The CCPTA Maintenance Manager shall check that all surveillance equipment is operating properly once per month by inspecting the equipment. CCPTA operators must check that vehicle surveillance equipment is operating properly during daily pre-trip inspections.
- b. Any malfunctioning equipment will be reported to the General Manager, Operations Manager, and Maintenance Manager, and repaired or replaced in a timely manner.

Section 3: Video Surveillance Extraction/Viewing

- a. CCPTA does not monitor live video or audio.
- b. CCPTA shall only extract video for the following purposes.
 - CCPTA vehicle accident, or a witnessed accident
 - Complaints of a CCPTA operator or employee
 - Complaints of a passenger
 - Reported safety hazards
 - Misconduct/suspicious activity
 - Reported sexual harrassement
 - Public records requests



- Requested video viewing from law officials or the public
 - Equipment Malfunctions
- c. The General Manager, Operations Manager, Maintenance Manager, and CCPTA Board are the only persons authorized to make determinations about when an extracted video can be initially viewed. Any employee or public citizen can request for the video to be pulled from the vehicle. Obtained video/audio surveillance will only be released in accordance with this policy or state RCW 42.56 and RCW 10.97
- d. A video surveillance log must be kept and updated by CCPTA and filled accordingly to track who viewed the video, date, time, and reasoning for extraction.
1. Any CCPTA employee or public citizen who views a video/audio must fill out and sign the surveillance log.
 2. If any public citizen or CCPTA employee requests a copy of a video to be sent to them, they must also sign and fill out the video/audio surveillance log

See attachment A '*Surveillance View/Pull Log*', and Attachment B '*Surveillance Transfer Log*'

Retention

- a. CCPTA follows the Washington State C.O.R.E retention schedule for all documents, including storage of extracted videos.
- b. The surveillance equipment placed in all CCPTA vehicles retains all recorded video/audio up to one terabyte of storage. Once storage is full, the equipment will automatically rewrite previous stored data.



PASSED AND ADOPTED by the Board of Columbia County Public Transportation Authority, State of Washington, on this 20th day of April 2023.

Approved by,



Zac Weatherford, Chairman

04/20/2023

Date

Attested by,



David Ocampo, General Manager

4-20-23

Date



Attachment A

Surveillance View/Pull Log

Vehicle ID: _____

Date/Time	Reason For View/Pull	Pull/View	Initials

