

## UTAH TRANSIT AUTHORITY POLICY

### No. UTA.03.02

#### AUDIO/VIDEO SECURITY POLICY

1) Purpose.

The Audio/Video Security System will be used to promote the safety of passengers and employees, to deter criminal activities, to support maintenance efforts, to safeguard UTA property, and to support security and law enforcement efforts. The overall purpose of this policy is to establish the proper use of the security systems as well as access to, disclosure of, and retention of security system recordings.

2) Definitions.

*"Audio/Video Security system"* means equipment that is capable of recording and/or relaying an audio or video signal to a system for live and/or recorded view, and has been approved for installation and use by the Video Security Administrator."

*"Authorized Law Enforcement agency"* Police or Public Safety agencies who have entered a memorandum of understanding involving the use of video security records owned by the UTA.

*"Manager"* means any employee classified as a "manager" by job code classifications maintained by UTA's People Office.

*"Executive Director"* means the senior-most executive reporting directly to the UTA Board of Trustees.

*"GRAMA"* means the Utah Governmental Records Access and Management Act, codified at Utah Code Ann. 63G-2-101 et seq.

*"Live Feeds"* as pertaining to VSS, means real time continuous audio/video images.

*"Video Security Record or Video Security Recording"* means any information, however recorded, whether in printed form, on film, by electronic means or otherwise, and including but not limited to a photograph, a film, a microfilm, a videotape, a digital record and any visual image and audio recording that is a part of the video, and is capable of being produced from a machine-readable source.

*"Video Security"* in this policy includes Video Security System and Mobile Video Security System:

- a. *"Video Security System ("VSS")"* refers to a video, physical or other mechanical, electronic or digital surveillance system or device installed by, or on behalf of, UTA that enables continuous or periodic video recording, observing or monitoring of individuals on UTA property. This form of security surveillance occurs on or in the vicinity of UTA premises from a fixed point. These video feeds can be viewed live.
- b. *"Mobile Video Security System ("MVSS")"* refers to a video, physical or other mechanical, electronic or digital surveillance system or device installed by, or on behalf of, UTA that enables continuous or periodic video recording, observing or monitoring of individuals on UTA property. This form of security surveillance is mobile and a video security recorded feeds may be captured from UTA equipment/vehicles away from UTA land. These video feeds may or may not be viewed live.

*“Video Security Administrator (“VSA”)”* refers to the person appointed to the position of VSA who is responsible for Video Security and preservation of Video Recordings.

*“UTA Records Officer”* means a records officer that has been appointed by the Executive Director and certified with the Utah State Archives to classify UTA’s records.

3) Policy.

A. Use of Video Security.

1. Video Security may be used for the following purposes:
  - a. To promote the safety of patrons, employees, and lawful visitors.
  - b. To deter destructive acts of vandalism and safeguard UTA property.
  - c. To monitor suspicious activities.
  - d. To visually inspect UTA property.
  - e. Any other business purpose (e.g. snow removal, crowd control, system performance monitoring, coaching, etc.).
2. Prohibited Use of Video Security
  - a. Audio Video Security may not be used for any purpose unrelated to UTA business needs or that would interfere with a public safety investigation or violate privacy concerns. The unauthorized use of such audio or video could result in violation of state and federal privacy laws including the Utah Government Records Access and Management Act, Utah criminal statutes protecting privacy, (UCA 76-9-402) or the Federal Electronics Communication Privacy Act (18 USC 2510 et. seq.).
  - b. Improper use of the Video Security or Video Security Recordings may result in disciplinary action up to, and including, termination.
3. Viewing VSS Live Feeds
  - a. Monitors used for the viewing of Live Feeds Video shall be placed in an area out of view of the public or unauthorized employees.
  - b. Monitors showing Live Feeds Video shall only be viewed by UTA employees who have a business need to view the Live Feed and who have the prior written consent from a manager.
  - c. Authorized public safety agencies may view VSS Live Feeds after entering into a Memorandum of Understanding with the UTA and establishing a need to view the Live Feeds.

B. Video Security Recordings.

1. Access to Video Security Recordings.
  - a. Access to Video Security Recordings may be given to authorized UTA employees who have a legitimate business reason to access the Recordings and who have submitted the proper request for the Recordings to a UTA Records Officer, or the Video Security Administrator and who have been granted access to the Video Security recording.
  - b. The written request described in Paragraph 3(B)(1)(a) will contain the mode, date, time and description specific to the footage, and purpose for the video request. All requests will be submitted using the form authorized by the Video Security Administrator.
2. Access to MVSS Recordings.

- a. Access to MVSS Recordings may be given to approved Supervisors, or other UTA employees based on business needs.
3. Use of Video Security Recordings.
  - a. Video Security Recordings may be used as follows:
    1. As evidence in any legal action.
    2. By public safety officials for use in any investigation.
    3. For use in civil, criminal, and UTA internal investigations.
    4. For any other business necessity or related activity (e.g. training videos).
  4. Copies of Video Security Recordings.
    - a. Employees receiving authorized copies of Video Security Recordings may not disclose the Recording to any other employee who does not have a legitimate legal reason to review the Recording.
    - b. Employees receiving copies of Video Security Recording may not make copies of the Recordings and are responsible for the proper storage and security of the Recordings.
    - c. The Records Department shall maintain a written log of employees receiving copies of Video Security Recordings.
    - d. Video Security Recordings may not be released to any third party, including members of the media, without the approval of a UTA Records Officer who shall disclose or withhold Video Security Recordings pursuant to the provisions of GRAMA.
  5. UTA's Records Officer, pursuant to the provisions of GRAMA and in the interest of the UTA, may authorize the release of Video Security Recordings to the General Public.
  6. Storage, Retention, and Disposal of Video Security Recordings.
    - a. All Video Security Recordings and surveillance equipment not in use shall be stored in a secure location as required by regulatory compliance, federal or state laws.
    - b. All Video Security Recordings shall be retained in accordance with applicable UTA retention policies and disposed of as required by federal and state laws.
    - c. Any Video Security Recordings that have been viewed and deemed necessary to be retained will be stored in a secured location other than that of the original recording device.
  7. Video recordings made by UTA security/surveillance equipment are classified as records pursuant to GRAMA. Any individual attempting to damage or interfere (i.e. cover the camera, block the camera view, remove the camera, destroy recorded files) with the operation of the system is in violation of UTA policy and may be subject to criminal penalties.

C. Non-Authorized installation, use and manipulation of Audio/Video security equipment .

  1. Audio/Video equipment that has not been authorized by the VSA, cannot be purchased or installed by UTA employees or its contractors for use in and or on UTA Facilities or UTA property.
  2. Authorized UTA Audio/Video equipment cannot be adjusted or manipulated without express consent from the VSA.

4) Cross-References.

  - UTA Policy UTA.01.03 Information Technology
  - Corporate Policy 1.1.5 Media Relations Policy

- Corporate Policy 1.1.10 Records Access and Management Policy
- Corporate Policy 1.1.21 Privacy Policy
- Corporate Policy 1.1.23 Information Security Policy
- Corporate Policy 6.1.1 Employee Expectations
- Corporate Policy 6.1.8 Equal Employment Opportunity, Anti-Discrimination, Harassment, and Retaliation
- Corporate Policy 6.3.1 Positive People Management (“PPM”)

This UTA Policy was reviewed by UTA’s Chief Officers on 08/04/2021, consented by the Board of Trustees on 9/22/2021 and approved by the Executive Director on 9/22/2021. This policy takes effect on the latter date.

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 Counsel for the Authority

**History**

Date	Action	Owner
4/26/2011	Adopted – Corporate Policy 4.1.7 Audio Visual Security	Video Security Administrator
4/22/2014	Revised – Corporate Policy 4.1.7 Audio Visual Security	Video Security Administrator
9/22/2021	Rescinds – Corporate Policy 4.1.7 Audio Visual Security	Video Security Administrator
9/22/2021	Board Consent – UTA.03.02 Audio Video Security Policy	Video Security Administrator
9/22/2021	Adopted – UTA.03.02 Audio Video Security UTA Policy	Video Security Administrator