

UTAH TRANSIT AUTHORITY POLICY

UTA.03.02

VIDEO SECURITY

1) Purpose

The Video Security System is used to enhance and promote public safety, deter criminal activities, assist in maintenance and operational tasks, safeguard Utah Transit Authority (UTA) property, and support security and law enforcement endeavors. The overall purpose of this policy is to establish the proper use of UTA's security systems as well as access to, disclosure of, and retention of the security system recordings. This policy will be carried out in accordance with police or public safety agencies who have entered a memorandum of understanding involving the use of Video Security records owned by UTA.

2) Definitions

"Executive Director" means UTA's most senior executive.

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

"Live Feeds" as pertaining to the Video Security System, mean real time continuous audio/video images.

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

"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.

"Video Security" in this policy includes the following:

- a. *"Video Management System ("VMS")"* refers to a video, physical, audio, or other mechanical, electronic, or digital surveillance systems or device installed by, or on behalf of, UTA that enables continuous or periodic video/ audio recordings, 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, audio, or other mechanical, electronic, or digital surveillance systems or device installed by, or on behalf of, UTA that enables continuous or periodic video/audio recording, observing or monitoring of individuals or incidents on UTA property. This form of security surveillance is mobile and 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 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 Supervisor (“VSS”)” refers to the person responsible for Video Security, preservation of video recordings, management of the VMS, and Video Security System functionality on behalf of UTA.

“Video Security System” means equipment that is capable of recording video and/or audio. Relaying an audio or video signal to a system for live and/or recorded views and has been approved for installation and use by the video security supervisor.

“Video Security Surveillance Center (“VSSC”)” Refers to the team under the VSS.

3) Policy

A. Use of Video Security

1. Video Security may be used for the following purposes:
 - a. To promote safety for patrons, employees, and lawful visitors,
 - b. To deter destructive acts of vandalism, theft, and safeguard UTA property,
 - c. To improve emergency response and facilitate incident investigation,
 - d. To analyze analytical and AI (Artificial Intelligence) triggered video clips to enhance capabilities for threat detection, anomaly detection, maintenance, and operational efficiency, To monitor suspicious activities, respond to crimes and or accidents in real-time from centralized location to support law enforcement and emergency responders. To visually inspect UTA property. Any other business purpose considered essential by the VSS on behalf of UTA (such as snow removal, crowd control, system performance monitoring, or coaching).
2. Prohibited Use of Video Security
 - a. Video Security will 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 Video Security could result in violation of state and federal privacy laws including the Utah Government Records Access and Management Act, Utah criminal statutes protecting privacy, or the Federal Electronics Communication Privacy Act.
 - b. Improper use of Video Security or Video Security Recordings may result in disciplinary action up to, and including, termination.
3. Viewing VMS Live Feeds
 - a. Monitors used for the viewing of Live Feeds video must be placed in an area out of view of the public or unauthorized employees.
 - b. Monitors showing any Video Feed must only be viewed by authorized UTA employees as their job duties require. These employees must have prior written consent from their manager or executive.
 - c. Non-authorized UTA employees or public entering areas where live or recorded videos can be viewed must sign a UCJIS Non-User Security Agreement and must be escorted by an authorized UTA employee when entering the area.
 - d. Authorized public safety agencies may view UTA’s VMS feeds after establishing a need to view the feeds, and entering into an agreement with UTA

B. Video Security Recordings

1. Access to Video Security Live and/or Recorded cameras
 - a. All users viewing any live and/or recorded camera feed must have monitors out of view of the public or unauthorized UTA employees.
 - b. Monitors showing any camera Feed will only be viewed by authorized employees that have had prior written consent from their Manager or executive.
 - c. Access to Video Security Live and/or recorded camera Feeds may be given to authorized UTA employees who have the need of live view or playback video based on job scope and responsibilities.
 - d. Each employee requesting Live and/or Recorded camera views must have prior approval from their Manager or executive with a justification for access.
 - e. When approved, the VSS and/or VSSC will process the request. When completed, an email with instructions will be sent to the user and their approving Manager and/or executive.
2. Requesting the Preservation of Any/All Videos
 - a. All requests for Video will use the form authorized by the VSS. Users will input data relevant to an event that contains the mode of transportation, date, time, cameras, description of event, with a valid reason for preservation.
 - b. If the form is missing any required data, the VSS and/or VSSC has the right to reject a request.
 - c. Preserved Video will be stored and retained in adherence with UTA retention policies and disposed of as required by federal and state laws.
 - d. The VSS and/or VSSC will create a file name of any preserved Video. This name cannot be changed.
3. Access to MVSS Live and/or Recordings
4. Access to MVSS Live and/or Recorded video streams will be given to Supervisor, or other UTA Employees and/or Executives that need to view Live or Recorded feeds based on their job responsibilities and have been given prior approval. 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 any investigation, such as internal, criminal, civil, and/or federal.
 4. For any other business necessity or related activity (e.g., training videos).
5. Copies of Video Security Recordings
 - a. Employees that request the preservation of any and all Video depending on type of request will have access to that Video.
 - b. Possible ways of viewing preserved Video are as followed:
 1. If requested for bus Video, the Video will be populated on/in the platform for the requester to review.
 2. If further downloaded Video is required, an additional request for downloaded Video will need to be submitted as stated in B(2)(a).
 3. If requested for platform or train Video the Video will be placed on a secure network drive where only authorized employees can access the Video, as will a

copy of the Video going to the Records Department to store as required by federal and state laws and following UTA's retention policies.

- c. 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.
 - d. The Records Department will maintain a written log of Video Security Recordings that are preserved and all individuals who receive a copy of any Video Security Recording.
 - e. Video Security Recordings will not be released to any third party, including members of the media, without the approval of a UTA Records Officer who will disclose or withhold Video Security Recordings pursuant to the provision of GRAMA.
6. A UTA Records Officer, pursuant to the provisions of GRAMA in the interest of the UTA, or the interest of Public Safety may authorize the release of Video Security Recordings to the General Public.
7. Storage, Retention, and Disposal of Video Security Recordings
- a. All Video Security Recordings and surveillance equipment not in use will be stored in a secure location as required by regulatory compliance, federal or state laws.
 - b. All Video Security Recordings will be retained and disposed of in adherence with UTA policy and standard operating procedure, and federal and state laws retention requirements, and UTA's Records Access and Management policy.
 - c. Any Video Security Recordings that have been viewed and deemed necessary to be retained will be preserved and stored in a secured location other than that of the original recording device.
8. All Video Security System recordings are identified as records pursuant to GRAMA.
9. 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 Video Security Systems is in violation of UTA policy and may be subject to criminal penalties.
- C. Non-Authorized Installation, Use and Manipulation of Video Security Equipment
1. Video Security equipment that has not been authorized by the VSS, 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 VSS.
- D. Reporting Camera Systems Issues (i.e., Offline, Dirty, Bad Angles, or Damaged Cameras Using the IT Helpdesk self-service portal, find the blue Video Security camera icon. Then complete the form you are linked to with as much detail as possible. The description will reflect the following example: Camera Issue – Cam 1 – Lobby FLHQ and the case category must be "Camera."
- E. Requesting New Cameras to be Added to the System
1. Using the IT Helpdesk self-service portal, find the blue Video Security camera icon. Then complete the form you are linked to with as much detail as possible. The

description will reflect the following example: Camera Request – FLHQ and the case category must be “Camera”.

2. All camera requests must be approved by a Manager or executive, then VS will complete an assessment of the area requested to have a camera added to evaluate and validate the gap and build a plan to improve the area.

4) Cross-References

- UTA.01.08 Records Access and Management
- Corporate Policy 1.1.21 Privacy
- UTA.01.20 Information Security UTA Policy
- Corporate Policy 6.3.1 Positive People Management
- UTA.01.20 Information Security
- UTA Employee Handbook, Information Technology
- UTA Employee Handbook, Media Relations
- UTA Employee Handbook, Employee Expectations
- UTA Employee Handbook, Equal Employment Opportunity, Anti-Discrimination, Harassment, and Retaliation
- Utah Code § 76-9-402 Privacy
- Utah Governmental Records Access and Management Act, codified at Utah Code § 63G-2-101, et seq.
- 18 U.S.C. § 2510 et seq. Crimes and Criminal Procedure

This UTA Policy was reviewed by UTA’s Director of Safety and Security on 03/03/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell
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Counsel for the Authority

History

Date	Action	Owner
8/14/2024	Revised	Video Security Supervisor
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
09/22/2021	Rescinds – Corporate Policy 4.1.7 Audio Visual Security	Video Security Administrator

09/22/2021	Board Consent – UTA.03.02 Audio Video Security	Video Security Administrator
09/22/2021	Adopted – UTA.03.02 Audio Video Security	Video Security Administrator
	Board Reviewed – UTA.03.02 Audio Video Security	Director of Safety & Security
	Revised – UTA.03.02 Audio Video Security	Director of Safety & Security