

DELAWARE COUNTY TRANSIT BOARD

POLICY

Policy/Procedure Name	Resolution	Effective Date	Last Revision Date
Video Recording Policy	16-02-08	Feb 2016	Feb 2016

NOTE: The Delaware County Transit Board (“DCTB”) is the governing body of Delaware County’s Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code sections 306.01 and 306.02. The Delaware Area Transit Agency (“DATA”) is the common name given to the public transit system. This policy is established and set forth under the authority of the DCTB. DATA and DCTB may be used interchangeably in this policy or used separately to distinguish responsibilities.

PURPOSE

The use of the Video Recording System(s) (“VRS”) by DCTB assists in the collection of information related to the safety and security of employees, customers and property. Further, VRS supports investigations of unlawful activities, accidents, claims, or potential claims involving DCTB assets, including investigations into inappropriate behavior that potentially violates DCTB policies.

SCOPE

This policy applies to the operation and use of all video recording systems used by DCTB.

DISTRIBUTION

All applicable managers, supervisors, and staff who are responsible for the installation, operation, and use of the VRS and/or the custody, control, access to, or retention of, VRS records.

DEFINITIONS

Video Recording System:

Any system or device that enables continuous or periodic video recording, observing or monitoring of all assets of DCTB including the storage device used to record and store visual images.

POLICY STATEMENT

Recordings, when utilized with other security measures, is an effective means of ensuring the security and safety of buses and assets owned and operated by DATA, the individuals who use them, the employees who operate them, and the assets housed within them.

- **Administration**

This policy will be administered by DCTB.

- **Video recording systems**

The use of VRS whether onboard a vehicle, in a facility or manually operated by a DCTB employee is used to enhance security. Camera position determinations are based on reasonable and justifiable grounds for employee and public safety and security.

The existence, operation, and use of VRS by DCTB will be public knowledge subject to appropriate public records requests in accordance with Ohio law.

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- **Signage**

DCTB assets equipped with VRS shall display a written notice of collection, informing customers and employees of the use of VRS equipment.

- **Use of information collected**

The information collected through VRS shall be used as follows:

- Enhance the safety and security of employees and customers while assisting law enforcement in conducting investigations into violations of law;
- Safeguard all DCTB assets by assisting in efforts to reduce vandalism and protect against the theft and/or destruction of property;
- Investigate and evaluate claims that may be or have been made involving DCTB, including potential or actual claims of a workplace incident and, in the case of an employee who reports that he/she was injured at work, to review and forward relevant records to adjudicators regarding the workplace injury;
- Assist DCTB in substantiating and making claims against others;
- Limit loss due to fraud, theft, or breaches of operational procedures and/or policies; and
- Support employee training and, if necessary, assist in disciplinary actions and internal investigations.

- **Access to VRS and Records Retention**

DCTB video and sound records will be retained in accordance with the company's record retention policy. Video and sound collection is subject to public request per DCTB's public information policy and appropriate public records requests in accordance with Ohio law.