



The Rhode Island Public Transit Authority
Administrative Policies and Procedures
Office of the Chief Executive Officer

Subject/Title Surveillance Camera Policy	Effective Date: <u>2/18</u> , 2014 Supersedes:
	Approval: CEO <u>[Signature]</u>

I. PURPOSE

RIPTA has determined that the use of surveillance cameras and surveillance recordings at RIPTA facilities and on RIPTA vehicles is necessary to ensure the safety and security of all RIPTA employees, visitors, riders, vendors, property and equipment. Such use will improve safety and security by deterring acts of theft, violence and other criminal activity, and will increase the likelihood that perpetrators of these acts will be identified. Such use will also permit the monitoring of activity that may cause property damage or personal injury, and will assist RIPTA in carrying out its daily operations. RIPTA has created this policy in furtherance of these purposes.

II. SCOPE

This policy applies to all RIPTA employees, visitors, riders, contractors, facilities and vehicles.

III. CAMERA LOCATIONS

1. Surveillance camera will be installed in all RIPTA facilities and fixed route and Ride/Flex vehicles. Areas subject to surveillance will be identified by signs posted at the entrance to the facilities and vehicles. By entering the areas subject to surveillance, individuals will consent to being observed and/or recorded by the surveillance cameras present.

2. In accordance with Rhode Island General Laws Section 28-6.12-1, no video recording will be made of a RIPTA employee in a restroom, locker room, or room designated by RIPTA for employees to change their clothes, unless authorized by court order.

IV. USE AND RETENTION

1. Surveillance cameras and recordings shall be used by RIPTA in furtherance of the purposes of this policy. In the event of an incident that implicates the purposes of this policy, a surveillance recording may be used to assist in the investigation of the incident and may be provided to law enforcement personnel.

2. Unless otherwise required by law or court order, recordings from the surveillance system will be kept for a period of time chosen by the Chief Executive Officer or his/her designee.

3. Unless required by law, subpoena, or court order, only the Chief Executive Officer and designated personnel from RIPTA's Security, Claims, Legal, Human Resources, and Transportation and Maintenance Departments may request or view recordings from RIPTA facilities or vehicles. However, the Chief Executive Officer or his or her designee may authorize additional personnel to access the recordings if doing so would further the purposes of this policy.

V. *DESTRUCTION or TAMPERING WITH EQUIPMENT*

1. Any RIPTA employee, who destroys, alters the image of, interferes with the operation of or otherwise tampers with a video camera or any part of the video surveillance system will be subject to disciplinary action and may be subject to prosecution in the criminal justice system.

2. Any RIPTA employee who fails to follow this policy or who willfully damages any surveillance equipment will be subject to disciplinary sanctions, up to and including termination.