

# DELAWARE COUNTY TRANSIT BOARD

## POLICY

Policy Name	Resolution Number	Origin Date	Revision
Video & Audio Recording	24-04-07	February 2016	04-17-2024

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. Delaware County Transit ("DCT") is the common name given to the public transit system. This policy is established and set forth under the authority of the DCTB. DCT 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") with audio recording capabilities 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 & audio 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 and audio 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.

**Surveillance** – The act of keeping close watch over someone or something.

**Consent** – Permission for something to happen or agreement to do something.

**Audio Recording** – The process by which sound information is captured onto a storage system like magnetic tape, optical disc, or solid-state drive (SSD), which can be recorded and/or reproduced.

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## POLICY STATEMENT

Recordings (audio and video), when utilized with other security measures, is an effective means of ensuring the security and safety of buses and assets owned and operated by DCTB, 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, at a facility, or manually operated by a DCTB employee is used to enhance safety & 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.

- **Audio Recording**

The captured information, also known as audio, whether onboard a vehicle, at a facility, or manually operated by a DCTB employee is used to enhance safety & security. The captured audio recordings will be in compliance with Ohio laws pertaining to record retention.

- **Signage**

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

- **Surveillance – The 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 audio records will be retained in accordance with the company's record retention policy. Video and audio collection is subject to public request per DCTB's public information policy and appropriate public records requests in accordance with Ohio law.

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- **Tampering with the Video Recording System**

This policy prohibits any DCTB employee(s) from willfully conducting any activity that involves the concealment, restriction, or destruction of the video/audio recording process. DCTB employee(s) that are found in violation may be subject to disciplinary action, up to and including possible termination.

Activated - February 2016

Revised - 8-17-2022

Revised - 4-17-2024