



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 8.10

APPROVAL DATE: 10-18-2011

EFFECTIVE DATE: 11-02-2011

REVISED DATE: 10-03-2011

POLICY SUBJECT:

Security Camera

RESPONSIBLE DEPARTMENT:

Traffic Engineering and Operations,
Information Technology

A. PURPOSE:

The purpose of this policy is to regulate the use of security cameras in accordance with all applicable federal and state laws.

The function of security cameras is to assist in protecting property, enhancing public and workforce safety, and contributing to efficient roadway operations.

B. SCOPE:

This policy applies to all members of the Pennsylvania Turnpike Commission (PTC) workforce, including full-time, temporary, supplemental, summer, and independent consultant and contractors.

The following are excluded from this policy:

- Cameras installed or utilized for criminal and non-criminal investigations.
- Temporary construction project cameras.
- Cameras related to tolling operations; such as Violations Enforcement System (VES) or video tolling cameras.

C. GENERAL POLICY:

Security cameras may be installed in situations and places where the security of people, property, or PTC operations would be enhanced.

When appropriate, cameras may be placed system-wide, inside and outside of PTC facilities.

Cameras will be used in a manner consistent with all existing PTC policies.

Unless specifically authorized by a court in accordance with federal or state laws, audio recording is prohibited.

Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

The Information Security Officer (ISO) will function as the Security Camera Coordinator.

D. PROCEDURES:

The PTC security request process will be used to review and approve the installation of new security cameras. Requests shall be submitted in writing to the ISO.

Only personnel authorized through the PTC security request process will be given access to security camera data. This is especially applicable in cases where remote access is requested, since uncontrolled remote access will have a negative impact on the PTC Network.

Authorized personnel may review the images from security camera data only as it relates to their job responsibilities.

The PTC Video Management System will be jointly maintained by IT and the Operations Center.

Camera requirements will be determined on a case by case basis, by business need, through the security request process.

E. VIOLATIONS:

Violations of this policy are to be referred to the Inspector General or Information Security Department to initiate the formal review process. Violations must not be investigated, independently, by individuals or departments. Individuals found to be in violation of this policy may be subject to disciplinary action, up to and including immediate termination.

This Policy Letter supersedes all previous Policy Letters on this subject.