

ERIE-WESTERN PENNSYLVANIA PORT AUTHORITY (EWPPA)

SECURITY CAMERA POLICY

1. PURPOSE

The Erie-Western Pennsylvania Port Authority (“EWPPA”) is committed to ensuring that individuals who utilize EWPPA’s properties feel as safe and secure as possible. A key component of a comprehensive security plan is the use of an efficient security camera system. The surveillance of EWPPA’s property, the Presque Isle Bay, and other non-EWPPA property (the “Bayfront Property”) is intended to prevent crime and assist in protecting the safety and security of the greater Erie community. This policy is intended to attend to EWPPA’s safety and security endeavors while protecting and preserving the individual privacy rights of all individuals using EWPPA’s property.

This Policy has been developed to formalize the procedure for the installation of surveillance cameras on the EWPPA’s property, the handling and use of those surveillance cameras, and the viewing, retention, dissemination, and destruction of surveillance records produced by those cameras.

2. POLICY

Members of the EWPPA Security Force and other authorized EWPPA employees shall have the authority to select, coordinate, operate, manage, and monitor all EWPPA security camera systems pursuant to this policy. Each individual who operates camera surveillance systems and handles surveillance records is responsible for strict compliance with the terms of this policy.

2.01 Scope

Security cameras shall be installed in positions where the safety and security of either EWPPA property or individual persons is of paramount concern. Cameras will be limited to uses that do not violate the reasonable expectations of privacy as defined under federal and Pennsylvania law. The functions of the security cameras are limited to two categories:

A. Property Protection. Where the main intent is to capture video and store it as an electronic record so that all Bayfront Property is sufficiently guarded against crime and/or vandalism and so that any injury to, theft of, or damage to Bayfront property can be recorded and investigated thoroughly with first-hand recorded video evidence.

B. Personal Safety. Where the main intent is to capture video and store it as an electronic record so that any crime committed against any individual who

enters upon Bayfront Property and any accident that occurs on the Bayfront Property can be recorded and investigated thoroughly with first-hand recorded video evidence.

2.02 General Principles

Information obtained from the cameras shall be used only for safety and security purposes and for law and policy enforcement. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration or disclosure to unauthorized third parties.

All appropriate measures must be taken to protect an individual's right to privacy and to maintain all EWPPA information through its creation, storage, transmission, use and deletion. All camera installations are subject to the laws of the United States of America and the Commonwealth of Pennsylvania.

2.03 Access and Monitoring

All recording or monitoring of individuals by EWPPA security cameras will be conducted in a manner consistent with this policy, federal and Pennsylvania law and will not be used in such a manner for the purpose of discriminating against individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or other individual characteristics. Further, all recording or monitoring will be conducted in a professional, legal, and ethical matter.

2.04 Confidentiality

EWPPA personnel are expressly prohibited from using or disseminating information acquired from EWPPA security cameras unless expressly authorized for official and legal purposes. All information collected through the use of the security cameras is considered confidential property of the EWPPA. Said information shall only be used for official EWPPA and law enforcement purposes.

Any personnel who violate this policy and copy, disseminate or undertake any unauthorized use of information collected through the EWPPA's security cameras will be subject to discipline, including termination, and if such violation constitutes a criminal act will have their actions reported to the appropriate law enforcement authority.

2.05 Use of Cameras for Investigations

The use of the EWPPA's surveillance camera system may be employed in investigations by the EWPPA Security Force. In addition, other authorized law enforcement agencies are authorized to utilize the EWPPA's camera system for investigations, including, but not limited to, the City of Erie Police, the Pennsylvania

State Police, the Waterways Conservation Officers of the Pennsylvania Fish and Boat Commission, the United States Coast Guard, and the United States Border Patrol, among others pursuant to EWPPA Memoranda of Understanding

3. PROCEDURES

The following procedures shall apply to all members of the EWPPA Security Force, other law enforcement officers using the EWPPA camera system, and all other EWPPA personnel.

3.01 Installation

Only authorized EWPPA personnel or authorized contractor shall have the authority to install security cameras on EWPPA property. Members of the EWPPA Security Force shall identify the optimal locations for the security devices and they shall be placed in those locations. No security camera shall be moved to a different location once installed without express authorization from appropriate EWPPA personnel.

3.02 Training

Every EWPPA employee whose job responsibility includes operation of the security cameras and/or security camera recording system shall be trained in the technical, legal, ethical, and professional parameters of appropriate camera use. Training shall be conducted through an appropriate education program to be selected by the Executive Director.

Every EWPPA employee shall receive a copy of this policy and provide written acknowledgement that they have read, understand and will implement its procedures.

3.03 Operations

Video surveillance will be conducted in a manner consistent with this policy, along with all existing federal and Pennsylvania law and existing EWPPA policies. Camera control operators shall **not** view private rooms, areas through windows, or any other areas where individuals within would have a reasonable expectation of individual privacy.

3.04 Storage, Retention and Deletion of Recorded Footage

No attempt shall be made to alter any part of any surveillance record. Surveillance rooms and monitor will be configured to prevent any EWPPA personnel or any unauthorized person from tampering with, doctoring, or duplicating any information record using EWPPA camera systems.

Electronic records of footage retrieved using EWPPA's camera system shall be stored for a period of thirty (30) days. After the thirty (30) day period, said footage shall either be erased, deleted, or written over unless retained as a part of a criminal or other investigation, court proceeding, or being utilized by EWPPA or other law enforcement officer for bona fide use as approved by appropriate personnel. This retention period applies to all use of electronic records, including remote mobile access use.

4 ENFORCEMENT

Any personnel who violate this policy and copy, disseminate or undertake any unauthorized use of information collected through the EWPPA's security cameras will be subject to discipline, including termination, and if such violation constitutes a criminal act will have their actions reported to the appropriate law enforcement authority.

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