

**Roads and Airports Department  
Facility Security Camera Systems  
Annual Surveillance Report: July 1, 2022 – June 30, 2023**

**1. Description of How the Technology Was Used**

As stated in the Roads and Airports Department’s (RDA) Surveillance – Technology Use Policy – Facility Security Camera Systems, “RDA shall maintain and operate security cameras to assess and record Department facilities, properties, including the Airport Department and Airport facilities, and the Roads Department’s East Yard, South Yard, and West Yard.” The cameras were used in public areas mostly as a deterrent and did not have active monitoring.

During the reporting period the cameras installed within the Roads Department (Six cameras) did not have recording capability due to equipment issues. The cameras were only used to allow visitors to enter/exit road maintenance facilities.

During the reporting period, the security cameras installed at airports facilities were only used for their Board-approved intended purposes of facility security. Data collection consisted of video footage and was used for the security of all airport facilities.

**2. Data Sharing with Outside Entities**

The Department has a process in place to track if any data from the Surveillance Use Policy (SUP) was shared with outside entities. During the reporting period there was no data shared with any outside entity.

**3. Community Complaints or Concerns about the Technology**

The Department has a process to track community complaints or concerns about the surveillance technology. Any complaints would be routed to the Department Administration for tracking. There were no complaints during the reporting period.

**4. Audits / Policy Violations**

Roads and Airports Department employees in charge of this SUP have been identified in writing. The Department has a process ensuring applicable staff are provided with and/or trained on the SUP. The Surveillance Use Policies are contained within the Department Policies and Procedures Manual that must be reviewed by all staff.

The Department maintains access logs for those systems that have recording capability. At no time during the reporting period were the security systems accessed, which was confirmed by an audit of the Roads and Airports Administration.

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The systems in both Departments are limited to less than four people and can only be accessed when requested by executive management. The recorded video information was accessed once during the reporting period, which was determined by a departmental audit. The video information was reviewed by approved airport staff member on July 8, 2022, for an investigation related to light damage inside the Reid-Hillview terminal building.

Information collected by the surveillance technology is only retained for the time periods listed in the Departmental SUP.

**5. Effectiveness at Achieving Identified Purpose**

Although the cameras at the Road Maintenance facilities are not currently recording data it appears that the existence of the cameras has deterred crime at the yards. The cameras installed at the airports have been a solid deterrent to crime at the airports.

**6. Public Records Act Requests**

The Department has a process to track all public records act requests for information, including any data collected by the surveillance technology. There were no public records act requests for this information during this reporting period.

**7. Annual Costs**

Total costs associated with the surveillance technology during the reporting period is as follows: Airports: \$6,000 for equipment and maintenance. (Airport Enterprise Fund); Roads: \$0 (Department in process of procuring all new equipment for the entire Department). Funding Source: Road Fund.