

**Prior to taking control of any SDOT CCTV camera, users MUST:**

- 1) Notify the Transportation Operations Center (TOC) staff member at (206) 684-5117 (between the hours of 6:00 am – 10:00 pm daily) or 684-5122 at all other times.  
**AND**
- 2) Must comply with the RULES OF USE listed below.

## USER PRIORITY:

SDOT traffic cameras are available to the public via both live feeds to the website (<http://web6.seattle.gov/travelers/>) and static images updated every minute. They are typically pointed in a direction, called the “home preset”. Each camera will return to its home preset every five minutes of inactivity, unless it is locked by a user. Locking a camera will allow the user to maintain the camera view until it is unlocked and returned to its home preset, or a higher priority user takes control.

The SDOT TOC has the highest priority and can lock out other users (listed below) from taking control of the camera. When the CCTV camera is locked by the SDOT TOC, no other user has the ability to move it. If lower level users have a need of any SDOT CCTV camera, that user must contact the SDOT TOC (as listed above) and the CCTV may be released for their use (depending on the current use versus the requested use). NOTE: Control will be returned to the TOC at such time that an incident of a higher priority as determined by the SDOT TOC presents itself. The TOC will attempt to notify the lower level user.

## USERS INCLUDE:

- Mayor’s Office
- SDOT Charles Street Dispatch
- EOC
- SFD
- SPD/SPOC

## RULES OF USE

Closed Circuit Television (CCTV) cameras implemented by SDOT are for the purposes of traffic management, incident management and response, and public information. CCTV cameras and images are used in a manner consistent with the public’s expectation of privacy, while serving their function as a traffic management and traveler information tool.

In order to implement these policies, SDOT has created the following rules:

1. CCTVs (Traffic Cameras) shall be used to monitor conditions within publicly-owned right-of-way or other publicly-owned property and shall not be used to monitor conditions on private property. SDOT will establish camera control and viewing protocols for use by all authorized users. The SDOT Traffic Operations Center will retain the capability to temporarily or permanently remove control capability from users if it is determined that they are not in compliance with the established CCTV protocols, guidance and policy.

## **SDOT Camera Control Protocol**

2. Authorized CCTV users shall not use the CCTV cameras to zoom in close enough to discern any information that would enable identification of a member of the public, including, without limitation, license plate numbers, unless doing so is necessary to allow the operators to perform a vital component of their jobs. Should necessary use of the CCTV result in the ability to view personally-identifiable information, or images that may be unsuitable for dissemination to the public, the authorized user shall terminate any dissemination of the CCTV feed to the general public prior to viewing such information and shall not resume dissemination until personally-identifiable or unsuitable images or information are no longer visible.
3. Video images shall not be recorded, except only for compelling SDOT traffic operations and traffic planning needs. Documented approval for such recording must be received from the SDOT Traffic Operations Manager, or their assigned proxy. If images are recorded, any such recordings will be used within ten business days of recording and destroyed immediately after use. In no case shall recordings be stored beyond this period. Access to recordings by SDOT-authorized persons shall be strictly managed to these requirements.
4. Subject to these limitations, SDOT may disseminate video images or live video streams over its web page.