

Squaxin Transit Dash Camera Policy

Effective Date: July 31, 2025

1. Purpose

This policy outlines the appropriate use, management, and access of dash camera (dashcam) systems installed on Squaxin Transit vehicles to promote passenger safety, driver accountability, and protection of Tribal resources.

2. Scope

This policy applies to all Squaxin Transit vehicles equipped with dashcams and to all personnel who operate or access dashcam data.

3. System Overview

Dashcams provided by Linkup have been installed on Squaxin Transit buses to capture continuous video footage of external roadway activity and interior cabin views, depending on configuration. The dashcams record video only and do not capture audio. Cameras operate during vehicle use and upload footage to a secure, cloud-based system.

4. Permitted Use of Dashcam Footage

Dashcam video recordings are a tool to:

- - Investigate incidents, accidents, or complaints involving Squaxin Transit vehicles or personnel.
- - Support law enforcement investigations when necessary.
- - Ensure driver performance aligns with agency expectations.
- - Monitor passenger safety.
- - Support claims management and liability resolution.

5. Access to Video Footage

Access to recorded footage is strictly limited to the following individuals:

- - Program Services Manager
- - Director of Planning & Community Development
- - Information Services Director, or their designee
- - Legal Department or their designee
- - Tribal Administration or their designee

- - Authorized Law Enforcement Personnel, upon written request, presentation of a valid incident number, or a Tribal Court subpoena

Unauthorized access, viewing, copying, or distribution of dashcam footage is grounds for immediate termination.

6. Storage, Retention, and Security

Dashcam recordings will be retained for a minimum of 30 days unless flagged for an ongoing investigation, incident, or legal purpose. Video footage involving accidents or official investigations will be retained for a minimum of 90 days. All footage is stored in a secure, cloud-based system administered by the Program Services Manager. Access is password-protected and managed in accordance with data protection protocols that meet SIT standards.

7. Privacy and Confidentiality

Squaxin Transit takes reasonable steps to protect the privacy of passengers and employees. Dashcam video recordings will not be reviewed or disclosed unless necessary for official purposes.

8. Driver and Staff Notification

All transit personnel will be informed of the dashcam installation, its purpose, and this policy. Signs will be posted in each vehicle notifying passengers that video recording is in use.

9. Policy Review and Updates

This policy will be reviewed annually by the Program Services Manager in coordination with the PCD Director. Revisions will be made as needed to reflect changes in technology, regulations, or operations. The policy is subject to Tribal legal review and, if required, Tribal Council approval.

Contact for Questions:

Program Services Manager (360) 432-3951