


**TRAFFIC OPERATIONS POLICY DIRECTIVE**

TR-001 (REV 8/2021)

<b>TRAFFIC OPERATIONS POLICY DIRECTIVE</b>	NUMBER: <b>21 - 13</b>	PAGE: 1 of 4
JASVINDERJIT S. BHULLAR, DIVISION CHIEF (Signature) 	DATE ISSUED: November 5, 2021	EFFECTIVE DATE: November 5, 2021
SUBJECT: <b>Recording and Retention of Traffic Video Images in the State Highway Right of Way</b>	DISTRIBUTION <input checked="" type="checkbox"/> All District Directors <input checked="" type="checkbox"/> All Deputy District Directors - Traffic Operations <input type="checkbox"/> Chief Counsel, Legal Division Headquarters Division/Program Chiefs for: <input type="checkbox"/> Construction <input type="checkbox"/> Design <input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Safety Programs <input type="checkbox"/> Transportation Planning <input type="checkbox"/> Additional:  Infrastructure Management Division, Security Services Division, and Division of Research, Innovation, and System Information	
DOES THIS DIRECTIVE AFFECT OR SUPERSEDE ANOTHER DOCUMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, DESCRIBE	
WILL THIS DIRECTIVE BE INCORPORATED IN A DEPARTMENT MANUAL, GUIDELINE OR STANDARD PLAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, DESCRIBE	

**DIRECTIVE**

**The recording and retention of traffic video images within the State Highway System (SHS) Right of Way by the California Department of Transportation (Caltrans) shall only be conducted for the purposes of planning, project development and delivery, operation, and maintenance of the transportation system.**

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**IMPLEMENTATION**

**Intermittent recording of traffic video images shall only be conducted using Department owned cameras permanently installed and operated within the SHS Right of Way. Entities requesting to install equipment in the State Right of Way for the purposes of recording traffic video images shall do so in accordance with the [Caltrans Encroachment Permit Manual](#).**

**Internal department access to traffic video images and data shall be restricted to authorized department staff as needed for the purposes of planning, project development and delivery, operational and maintenance needs of the transportation system. Traffic video clips recorded for the purposes of identifying traffic anomalies and related analytics shall be stored and distributed using Department managed servers. Video recordings of traffic images shall be retained for a maximum of three (3) days at which time the data shall be purged. Longer retention periods should be configured for the purposes of conducting special studies as needed and as system storage capacity allows. Retention of videos for special studies should be minimized and all video images should be purged as soon as the need for them in the study ends. The release of previously recorded traffic video images to entities outside of Caltrans shall be conducted in accordance with the California Public Records Act and any Personally Identifiable Information (PII) shall be redacted upon release. PII includes any information that would allow an individual to be identified, such as faces, license plates and vehicle markings.**

**All vendors and agencies that process video analytics data on the SHS shall not distribute traffic video images without the consent of Caltrans and purge traffic video images as agreed upon with Caltrans. As directed in the Caltrans Encroachment Permit Manual, Chapter 508.12, Law Enforcement Surveillance Devices (LESDs) shall be exempt from this policy.**

**Recordings and images by other means, such as cell phones, video cameras, drones, Construction-zone Closed Circuit Television (CCTV) trailers, or as part of traffic data collection contracts, obtained for specific functional needs and activities are not subject to this policy and shall be treated as working material that may not be retained at all or alternatively may become a permanent record as part of a final document or product.**

Requests for live traffic video image feeds should be referred to the [Caltrans Commercial Wholesale Web Portal](#). Caltrans official homepage links to "[Caltrans Live Traffic Cameras](#)" where it provides central links to streaming cameras from an increasing number of districts. Districts' Internet pages may have links to additional CCTV cameras that show traffic and weather conditions. Some areas use high speed communication for updating and distributing CCTV, and those that don't have that ability send only snapshots of images.

**DELEGATION**

No new delegations of authority are created under this policy.

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**TRAFFIC OPERATIONS POLICY DIRECTIVE****BACKGROUND**

Traffic video analytic solutions have rapidly proliferated the traffic engineering industry. The automation offered by these systems can add great value beyond manually monitoring traffic video images. CCTV cameras that have traditionally been used for traffic surveillance are now available with embedded traffic video analytic algorithms. Other after-market traffic video analytic solutions can be applied to incoming video streams from existing traffic surveillance cameras. These solutions will typically record a “clip” or section of video related to the duration of a detected event. The recorded video clips can be used by operators and engineers to verify and further analyze the detected event. In addition, the data produced by any video analytics solutions will be a source of valuable traffic data, including vehicle counts, wrong way detection, queue alerts, vehicle classifications, turn movements, etc. These traffic video analytic solutions can automatically alert the operations staff at transportation management centers and others to changing traffic and roadway conditions as well as provide for off-line analysis of safety and highway operational conditions on the SHS.

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**TRAFFIC OPERATIONS POLICY DIRECTIVE****DEFINITIONS**

When used in this Traffic Operations Policy Directive, the text shall be defined as follows:

- 1) **Standard** – a statement of required, mandatory or specifically prohibited practice. All standards text appears in **bold** type. The verb **shall** is typically used. Standards are sometimes modified by Options.
  - 2) Guidance – a statement of recommended, but not mandatory, practice in typical situations, with deviations allowed if engineering judgment or engineering study indicates the deviation to be appropriate. All Guidance statements text appears in underline type. The verb should is typically used. Guidance statements are sometime modified by Options.
  - 3) Option – a statement of practice that is a permissive condition and carries no requirement or recommendation. Options may contain allowable modifications to a Standard or Guidance. All Option statements text appears in normal type. The verb may is typically used.
  - 4) Support – an informational statement that does not convey any degree of mandate, recommendation, authorization, prohibition, or enforceable condition. Support statements text appears in normal type. The verbs shall, should and may are not used in Support statements.
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