



**Memorandum of Agreement Between
Anchorage Police Department
and
Anchorage Traffic Engineering Department
for the direct use of Traffic Signal System Cameras**



This agreement is designed to establish and define a formal working relationship between the Anchorage Police Department (APD) and Anchorage Traffic Engineering Department (Traffic or Traffic Engineering) and outline the responsibilities associated with Traffic Engineering providing APD access to the video feeds from the cameras installed at traffic signals in the Municipality.

I. OVERVIEW

The Municipality of Anchorage and the State of Alaska Department of Transportation and Public Facilities entered into a 2005 Transfer of Responsibility Agreement that grants the Municipality of Anchorage's Traffic Engineering Department the authority to operate and maintain all Alaska Department of Transportation traffic signals within the Municipality of Anchorage. As a result, Traffic Engineering operates and maintains all traffic signals in the Municipality of Anchorage. Traffic Engineering has been installing and upgrading cameras at intersections controlled by traffic signals for several years. The quality of the cameras and availability of multiple views at many intersections with cameras has allowed the video obtained from the cameras to become a very useful law enforcement tool.

The practice prior to February 2025 required APD to contact Traffic Engineering when an incident occurs at or near a traffic signal to request any video that may assist APD in their investigation. Traffic Engineering retrieved the pertinent video for APD and expanded the search as requested by APD. All applicable video was then downloaded and transferred from Traffic Engineering to APD.

Due to storage constraints, the current video stored for each camera installed on a traffic signal is approximately three to seven days. Because the video is stored on a rotating basis and the new video overwrites the old video, there is a short period of time during which the information that APD requests may be collected. As the amount of video being requested by APD increased, it placed a burden on the already downsized Traffic Signal Operations Section.

Previously, when a citizen called and requested video, Traffic Engineering contacted APD to determine if there was an open investigation. If there was an open investigation, Traffic Engineering coordinated with APD to determine when the video could be released. If there was no open investigation and the video was available, Traffic Engineering provided the citizen a copy of the video.

Between February 2025 and October 2025, APD and Traffic Engineering operated according to the provisions of the Agreement signed in February 2025. This Revised Agreement reflects the updated understanding between the parties.

Mem. of Agreement APD & Traffic Eng'g Dep't

Re: Traffic Signal Cameras

Revised: October 2025

II. AGREEMENT

To reduce the burden on Traffic Engineering and increase the availability of a useful investigatory tool to APD, Traffic Engineering agrees to allow APD direct access to the video feed from traffic signal cameras located in the Municipality of Anchorage, subject to the following provisions:

A. TRAFFIC OBLIGATIONS

1. Traffic Engineering will designate a representative responsible for ensuring proper implementation of this agreement. Such initial designation, or subsequent designation, shall be communicated to APD by Traffic in a timely manner.
2. Traffic Engineering will assist APD in setting up the traffic signal camera video feeds as appropriate and provide introductory training to appropriate APD personnel.
3. Traffic Engineering will maintain the traffic signal camera system consistent with existing maintenance practices.
4. Traffic Engineering will receive and respond to email requests and calls from the public (citizens, insurance representatives, lawyers, etc.).
5. Traffic Engineering will respond to any public requests that have an associated APD Case Number by redirecting the requestor to APD. An APD Case Number takes the form YY-#####.
6. Traffic Engineering will respond to any public requests that have an associated APD Incident Number in accord with Section II.A.7 below. An APD Incident Number takes the form A#####.
7. Traffic Engineering may download, process, and release traffic signal camera footage responsive to public requests not associated with an APD Case Number if such footage is available and serves one of the following municipal purposes:
 - a. Monitoring and evaluating signal operations and traffic conditions;
 - b. Documenting traffic crashes and analyzing for engineering countermeasures;
 - c. Conducting remote troubleshooting and signal maintenance checks;
 - d. Supporting construction, detour, and traffic management plans; and
 - e. Special use with written finding by the Traffic Engineer that the request is for a municipal purpose for the benefit of the public.
8. Traffic Engineering will serve as record custodian for any traffic signal camera footage retained by Traffic Engineering for a municipal purpose.

9. Traffic Engineering agrees to use any APD-provided traffic signal camera footage associated with open APD cases only as an internal analysis tool and to not share that information unless so directed by APD.

B. APD OBLIGATIONS

1. APD will designate a representative responsible for ensuring proper implementation of this agreement. Such initial designation, or subsequent designation, shall be communicated to Traffic Engineering by APD in a timely manner.
2. APD will limit access to the traffic signal camera video feeds to those that have received training.
3. APD will notify the designated Traffic Engineering representative if they notice that there are issues with any of the traffic signal cameras. Examples of issues include cameras not recording, pointing in the wrong direction, fogging, trouble focusing, storage failure, etc.
4. APD will download traffic signal camera footage from the Traffic System Workstation to a removable storage device (i.e., an external USB device) that has been scanned for malware and viruses prior to being connected to the Traffic System Workstation.
5. APD will serve as record custodian for any traffic signal camera footage requested by the public associated with an APD Case Number and for all footage downloaded by APD for its own police work, per APD policy.
6. At the end of each week, APD shall place a copy of traffic signal camera footage downloaded in the course of APD traffic-accident investigations in a transfer folder accessible by Traffic Engineering. The purpose of the transfer folder is to enable Traffic Engineering to continue to review traffic-accident footage retained by APD to determine if there are trends or issues that might be appropriately addressed by an engineering solution. Video files shall have the following format: *Intersection Name – MM-DD-YYY @ HH:MM – Brief Description (i.e., Rear-end WB traffic, east of intersection)*

C. TECHNICAL NETWORK SPECIFICATIONS

APD and Traffic Engineering agree that the Traffic System Workstation shall not have two network cards installed at the same time and that the Traffic System Workstation shall not be unplugged from the Traffic network and then plugged into the MOA network to transfer the file.

D. REVIEW

If either Traffic Engineering or APD has concerns or issues with the implementation of this agreement, the parties agree to meet and confer to determine the best solution.

Agreed to by:

Sean Case 10/15/2025 | 4:27:38 PM AKDT
Sean Case Date
Chief of Police

Bradley Coy 10/15/2025 | 4:29:03 PM AKDT
Bradley Coy Date
Municipal Traffic Engineer

Rebecca A. Windt Pearson 10/17/2025 | 3:25:35 PM AKDT
Becky Windt Pearson Date
Municipal Manager

Reviewed and Approved by:

Sioux-z Marshall 10/17/2025 | 3:46:56 PM AKDT
Sioux-z Marshall Date
Information Technology Director