



# MUNICIPALITY OF ANCHORAGE

## Public Works

Traffic Engineering Department



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### TRAFFIC SIGNAL CAMERA USE & RECORDS POLICY & PROCEDURE ##

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**Effective Date:** October 15, 2025

**Last Reviewed:** October 14, 2025

**Version:** 1.0 (Original)

**Approved By:** Brad Coy, P.E., PTOE – Traffic Engineering Department Director / Municipal Traffic Engineer

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#### 1. Purpose

The Traffic Engineering Department operates a network of cameras mounted on signal poles to support signal operations and roadway monitoring.

TSC footage is stored temporarily on each camera's internal storage device. Cameras retain video for 3–7 days depending on storage capacity. As new footage is recorded, the system automatically overwrites the oldest video in a continuous loop.

This policy establishes policies and procedures for Traffic Engineering staff's use of traffic signal cameras and the resulting camera footage.

#### 2. Policy

It is the policy of Traffic Engineering that the purpose for Traffic Signal Cameras is to improve signal operations and provide for crash analysis, maintenance, and safety improvements.

#### 3. Organizations affected

Traffic Engineering Department.

Other municipal departments or agencies may operate other camera devices on public roadways without involvement from Traffic Engineering Department. Such cameras held by other municipal departments or agencies are outside the scope of this policy.

#### 4. References

Anchorage public records and records management laws, Anchorage Municipal Code 3.90 & 3.95

#### 5. Definitions

"Traffic Signal Cameras" (TSCs) means quad-view or pan-tilt-zoom (PTZ) cameras mounted on traffic signal poles at roadway intersections and connected to the Traffic Signal Network.

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## TRAFFIC SIGNAL CAMERA USE POLICY

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“Signal Detection Cameras” are cameras that do not record footage, and are used to detect road users at traffic signals and actuate a signal change. This policy does not apply to signal detection cameras or similar detection devices that do not have visual recording capacity.

### 6. Traffic Engineering Responsibilities

- A. *Direct access.* Access to TSCs and TSC footage is restricted to Traffic Engineering and to these positions: Traffic Signals Manager, Signals Operations Engineers; Signals Maintenance Foreman; Signals Maintenance Leadmen; and Signal Electronics Technicians (“Employees with approved access”).
  - (1) *Exception.* Traffic Engineering granted direct access to the Anchorage Police Department pursuant to a Memorandum of Agreement signed October 2025. Appendix A.
  - (2) Any future access outside Traffic Engineering shall require a written Agreement and an update to this policy, both reviewed through the Municipal Attorney’s office.
- B. *Permitted Use.* Employees with approved access may view and/or download TSC footage for the following municipal purposes:
  - (1) Monitoring and evaluating signal operations and traffic conditions;
  - (2) Documenting traffic crashes and analyzing for engineering countermeasures;
  - (3) Conducting remote troubleshooting and signal maintenance checks;
  - (4) Supporting construction, detour, and traffic management plans; and
  - (5) Special use with written finding by the Traffic Engineer that the request is for a municipal purpose for the benefit of the public.
- C. *Prohibited Use.* Employees shall not use TSCs or TSC footage for:
  - (1) Any type of surveillance;
  - (2) Monitoring individuals other than incidentally for purposes expressly permitted under subsection B; or
  - (3) Any purpose not expressly permitted under subsection B, Permitted Use.

### 7. Procedures

- A. Traffic Engineering Procedures

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## TRAFFIC SIGNAL CAMERA USE POLICY

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- (1) *Employee Access Log.* Traffic Engineering shall keep an Employee Access Log documenting in writing each time an employee downloads TSC footage including: (a) Employee name and job title; (b) date and time of access; and (c) details of footage downloaded including date and time, camera ID. This Log is a record available to the public under AMC 3.90.
- (2) *Reporting required.* Any employee who suspects misuse or unauthorized access to TSC or TSC footage shall report their concerns to the Traffic Signals Manager and Public Works Director; or, if either is implicated or unavailable, report concerns to the Municipal Attorney for independent review.
- (3) *Retention.* TSC footage that is downloaded by Traffic Engineering for municipal purposes expressly permitted in subsection 6.B. shall be retained by Traffic Engineering as a record pursuant to the Municipality's Records Retention Schedule. TSC footage that is not downloaded or exported from the system is transitory and not retained.

### B. Public Access Procedures

- (1) The public will direct all requests for public records held by Traffic Engineering such as TSC footage that Traffic Engineering has downloaded to Traffic Engineering via the JustFOIA portal.
- (2) The public will direct all requests for public records held by APD, such as TSC footage that APD has downloaded, to APD via the GovQA portal. This includes all incidents associated with an APD case number (YY-#####).

## 8. Annual Review Date/Lead Agency

Traffic Engineering will review this document in March of each year for any needed revisions.

## Appendices

- **Appendix A: APD Memorandum of Agreement (Rev. Oct. 2025)**
- **Appendix B: List of Cameras (locations + Camera information)**