

# **Closed Circuit Television Procedures**

## **Purpose and Scope**

This document provides guidance to the monitoring of Closed Circuit Television activities.

## **CCTV Monitoring**

1. Security will monitor CCTV equipment on all shifts on a continuous basis.
2. CCTV equipment will be updated on a periodic basis and repaired when necessary. It must be fully operational at all times.
3. CCTV shall not be used for purposes other than its intended use.

## **Special Requests**

1. Plant Security may be requested to monitor specific operations, gates or plant grounds. When this occurs, the request will reference the following:
  - Areas to be monitored
  - Suspects or equipment in question
  - Type of activities being monitored
  - Required actions once observed
  - Security Shift Supervisor's approval
2. All suspicious activity will be immediately reported to the Security Shift Supervisor.
3. Before the special request is approved, the plant's CCTV system will be tested for proper viewing angle. If the CCTV view is unable to review the requested area, Security personnel may be placed in the vicinity to monitor activities.

## **Responsibilities**

Security will document any suspicious or abnormal activity in the Daily Activity Log.