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MIAMI-DADE COUNTY, FL
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OPERATIONAL DIRECTIVE NO. 11 – 01

Effective: July 26, 2011

SUBJECT: *Closed Circuit Television Policy for Tenant Use*

PURPOSE: *To establish Departmental policy and procedures to implement uniform procedures to order, install, service, and bill for tenant utilization of Closed Circuit Television (CCTV). Tenants will be offered views in common areas, operational areas and leasehold areas, subject to security regulations, to augment their business.*

I. AUTHORITY:

A. Chapter 25 of the Miami-Dade County Code, Aviation Department Rules and Regulations.

II. DEFINITIONS:

- A. **Access Control System (ACS)** – This system transports alarm data and other required information.
- B. **Cable Management System (CMS)** – The CMS manages the cable infrastructure at MIA as well as provisioning of new circuits. All installations done at MIA by MDAD or by the tenant must follow the CMS standards, as defined in the MDAD Design Guidelines.
- C. **Network Security System (NSS)** – This is a high-speed digital video, audio, and data transmission system.
- D. **Monitoring Stations** – These are high-end general purpose PC based workstations with fiber network, video capture and video processor cards; as well as large memory capacity.

III. Network Security System (NSS) Scope

- A. THE NSS addresses heightened security requirements for MIA and will be an integral part of the access control policies, which will be applied to security doors that permit passage to secure portions of the airport.
- B. NSS is composed of numerous equipment types that collectively implement subsystem components that provide the required features and functionality. These subsystem components include monitoring stations and three primary software applications including ACS alarm monitoring, display of real time transmitted data, and display of recorded video. All of these devices are inter-connected via the NSS.

IV. POLICY:

A. MDAD CCTV STANDARDS & POLICIES STATEMENT

1. Miami-Dade Aviation Department (MDAD) operates and maintains a comprehensive, integrated CCTV network to serve airport-wide needs at Miami International Airport (MIA). This network serves the security and surveillance needs for Airport Security and airport operating divisions, including Airside, Landside, Terminal Operations and Facilities Maintenance.
2. The CCTV network and system design will allow for upgrades in order to meet special needs necessary to accommodate the changing security and operational requirements. MDAD CCTV installations include common use areas such as aircraft gates, passenger areas, and ticket counters and limited exclusive use areas of the dynamic airport environment.
3. Tenants, including The Department of Homeland Security, Miami-Dade Police Department, Miami Dade Fire Department, and other governmental agencies will be permitted to utilize the MDAD CCTV network, subject to approval by MDAD, for all cable/fiber and hardware installations, network capacity limitations and other evaluation criteria, in accordance with the Board of County Commission approved Annual Rates and Charges.
4. In the event that tenants identify needs, which cannot be met by the MDAD CCTV network, tenants shall submit, through a Tenant Airport Construction – Non Reimbursable (TAC-N) request, a detailed justification to MDAD, including drawings, which clearly define camera types, locations and rationale for installation. Tenants can obtain this request from their respective property manager.
5. All tenant CCTV systems that are approved for installation will provide availability of a direct feed to MDAD at specified locations.

B. POLICY FOR CCTV PROCUREMENT AND INSTALLATION

1. CCTV, being an airport-wide system, will be included in projects, regardless of the scope of the projects; comprehensive CCTV components must be included in procurement and installation practices where MDAD determines necessary.
2. MDAD System Administrator:
 - a. Will determine applicability of CCTV.
 - b. Achieve an optimum balance of well-coordinated components.

- c. Produce a product which is:
 - i. Fully functional for intended purposes;
 - ii. Durable, dependable and easily maintained of the highest aesthetic quality;
 - iii. Complying with the latest edition MDAD Design Guidelines Manual (DGM); and
 - iv. Providing a complete point of view design for the cameras.
 - d. Ensure that all necessary components for a fully functional system are in place, tested and commissioned by MDAD at the time of completion.
3. During design of additions or modifications to the system, the following items will be verified by the System Administrator and the information will be included in the new design documents:
- a. Bandwidth utilization, existing and proposed.
 - b. Network equipment capacity, existing and proposed.
 - c. Conduit / cabling utilization, existing and proposed.
4. Any expansion or modification to the design of the system, as approved by MDAD, must ensure that sufficient spare components and capacity remain after completion of the project, i.e. additional fiber optic cable, additional network equipment or components, additional recording capacity and additional conduit.
5. MDAD Real Estate, Security and the CCTV Systems Administrator must be consulted and concur when new CCTV equipment or systems are being contemplated. Further, the installation of all cameras, wiring and related support equipment shall utilize existing infrastructure wherever practical and complete installation plans must be submitted. Any additional installation costs that are not a part of the existing MDAD CCTV System shall be borne by the tenant through a Tenant Airport Construction – Non Reimbursable (TAC-N) project, in addition to the monthly rates and charges.

C. POLICY FOR CAMERA TASKING, CONTROLLING & RECORDING

1. It shall be the policy of MDAD that each design considers the desired Point-of-View (POV) for all camera positions, including lighting conditions, in determining the type of camera to be installed and the performance specifications of said cameras and recording equipment. Whenever possible, to maximize recording capacity, MDAD will install fixed POV cameras to provide the desired coverage. Pan-Tilt-Zoom (PTZ) cameras will be installed only when deemed necessary by MDAD or at the request of a tenant or third party (at the requestor's expense), subject to system capacity as determined by the CCTV System Administrator.
2. MDAD will exercise tasking and positioning control over all system cameras, which directly impact MDAD operational needs, including security operations. In the event

a tenant or third party installs an approved CCTV system within a leasehold area "exclusively" utilized by a specified tenant or third party, MDAD will not engage in the re-tasking or repositioning or recording of such CCTV equipment or signal, without the consent of the tenant. In the event MDAD requests and receives a copy of a CCTV transmission from the tenant or third party, MDAD agrees to not disclose the contents of the CCTV recording without notice.

3. MDAD reserves the right to record from any and all cameras deployed at MIA, except where special provisions have been made with the concerned tenant or third party as required by law, and subject to revocation for cause at any time by MDAD. The tenant or third party must make available to MDAD a copy of requested video from the tenant system immediately upon written request. All tenant CCTV systems must have a minimum of 48 hour recording capability, meet the minimum specifications as required by MDAD and must be able to provide immediate video retrieval capability.
4. MDAD's CCTV video system supports functions for surveillance operations and security applications. As such, the CCTV tasking, control and recording functions are performed in order to support the following applications:
 - a. Surveillance operations are used to monitor and record normal activities of passengers, staff, baggage and equipment should events occur which are unsafe or illegal. For these reasons, MDAD requires access to video from all surveillance cameras in "public areas" where passengers, passenger baggage and aircraft are present. "Common use" cameras are surveillance cameras in public areas that are installed by MDAD and also used by at least one tenant. Access to real time and recorded video from common use cameras is provided by MDAD to tenants under their lease agreement to the extent provided by law. MDAD will share control of common use cameras installed by MDAD, and reserve the right to record all video from cameras in public areas. These recorded video images will be available for MDAD and law enforcement use.
 - b. Security applications are used to monitor access points to critical or sterile areas of the airport. Primary MDAD users of security application CCTV equipment will include Security, Operations, Airside, Landside and Police. MDAD will provide available security video (real time and recorded) to law enforcement agencies as requested for their investigations.
 - c. Camera tasking defines the availability of common use surveillance video from MDAD cameras for MDAD and tenants. Tenants will be allowed access only to video in their spaces or common areas where they operate. For common use areas shared by multiple tenants, tenants will share access to the same cameras.

V. MAINTENANCE AND SERVICE LEVEL STANDARDS

- A. MDAD staff will operate and maintain the CCTV system with the exception of specific cameras within a non-public leasehold area or those cameras owned and operated by the tenant. When a problem is detected with a monitoring work station, the user is to call the MDAD Network Operations Center (NOC) at (305)869-5900. If a problem pertains to a camera the user is to call the MDAD Work Order Center at (305)876-7311. Operating and Maintenance (O&M) staff and staging of spare equipment will support a minimum response time.
- B. The O&M staff implementation will support a multiple service level approach such that increasing resources will be applied to a problem until it is solved. When not responding to unscheduled repairs, the O&M staff will perform preventive maintenance on the CCTV equipment as well as replenishing consumables such as tapes used for video recording. The O&M staff will also perform Move-Add-Change (MAC) tasks on CCTV equipment. This will support the rapid addition of limited numbers of cameras and monitoring equipment as needs arise.

VI. RATES AND INVOICING

- A. Rates will be adjusted annually and are reflected on the Schedule of Fees, Rates, and Charges, approved by the Board of County Commissioners. CCTV rates are comprised of three pricing components – Cameras, Recording, and Viewing/Workstation.
 - 1. **Cameras** - Rates are based on the type of camera, Fixed or PTZ (Pan-Tilt-Zoom).
 - 2. **Recording Per Port** - There are two types of recording options available. Each recording option requires a connection to MIA's NSS Network.
 - a. NICE Harmony or equal
 - i. Live and recorded image viewing is up to 15 frames per second (FPS).
 - ii. Recorded images are available for the prior 24 hours.
 - b. NICE Pro Recorder or equal
 - i. Live and recorded image viewing is up to 15 FPS.
 - ii. Recorded images are available for the prior 24 hours.
 - iii. Additional images are available upon request to MDAD for up to 20-30 days.
 - 3. **Viewing/Workstation**
 - a. Cellstack/NICE - Live (30 FPS video only) for Passenger Loading Bridge Gates (AOA area = Cellstack) and recorded image viewing live is up to 15 FPS.
 - b. Cellstack (Only)
 - i. Live viewing only; no viewing of recorded image.

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- ii. Live viewing is at 30 FPS via ATM live video.
- c. NICE (Only)
 - i. Live use for live and recorded image viewing is up to 15 FPS (20 – 30 days).

B. Charges are compiled and billed to users on a monthly basis through the tenant's lease or license agreement. The CCTV System Administrator will provide all changes to the Real Estate Division to assure accurate billing.

VII. CLOSED CIRCUIT TELEVISION (CCTV) REQUEST PROCEDURES

A. Step 1 – Initiate Request

1. If a tenant wants CCTV service, they are to contact their MDAD Property Manager in the Real Estate Division to initiate the installation process.

B. Step 2 – Site Survey and Engineering

1. MDAD Property Manager will coordinate a meeting with the CCTV System Administrator to meet with the tenant's representative on location to determine the necessary scope of work to install the requested CCTV equipment/viewing station.

C. Step 3 – Costing and Installation Quotation

1. MDAD Real Estate and CCTV System Administrator, and MDAD vendor representatives will review documents and determine costs. The System Administrator and Property Manager will prepare a formal quotation on the attached Order Requisition Form (Exhibit A). The quotation will be reviewed and approved by the Information Systems Division.
2. For additional cameras, equipment or infrastructure that is not a part of the existing system, the Tenant may elect to hire their own contractor, to work under MDAD's direct supervision, through a Tenant Airport Construction-Non Reimbursable (TAC-N) project.

D. Step 4 – Requestor Analysis and Notice to Proceed

1. The tenant now analyzes the quotation and decides if they want to continue with their request for service. The tenant will be required to forward to the MDAD Real Estate Division the completed CCTV order requisition form, signed by an authorized company representative, to move forward with the installation.
2. MDAD Real Estate will acknowledge receipt of tenant's authorization, in writing by letter to tenant, and CCTV Systems Administrator will proceed with work.

E. Step 5 – Notification of Installation Complete

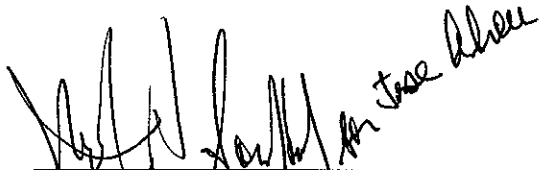
1. Once the installation is complete, operational and commissioned, the CCTV Systems Administrator will notify Real Estate of the effective date to begin billing for monthly service. Notification will be via email or Inter-office mail.

F. Step 6 – MDAD Finance Invoices

1. Monthly recurring invoices will be sent to the tenant through their lease or license agreement billing.

VIII. REVOCATION: Not Applicable

IX. CROSS REFERENCES: None



José Abreu, P.E., Aviation Director

Date: 6/30/11

**MIAMI DADE AVIATION DEPARTMENT
CLOSED CIRCUIT TV (CCTV)
ORDER REQUISITION**

Customer Name (Company): _____

Billing Address: _____

MIA Service Location: _____

Order (to be completed by MDAD):

CATEGORY	MONTHLY FEE (1)	QUANTITY	PRICE
Camera			
Fixed	\$XX ea./mo.		
PTZ	\$XX ea./mo.		
Recording Option			
NICE Harmony	\$XX ea./mo.		
NICE Pro	\$XX ea./mo.		
Viewing/Workstation Option			
Cellstack/NICE	\$XX ea./mo.		
Cellstack	\$XX ea./mo.		
NICE Vision	\$XX ea./mo.		
TOTAL			

XX – refer to Schedule of Fees, Rates and Charges for current rates.

MIAMI DADE AVIATION DEPARTMENT
CLOSED CIRCUIT TV (CCTV)
ORDER REQUISITION

Terminal Lease Agreement No.: _____

Tenant Name: _____

Authorized Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone Number: _____

Installation Date Completion: _____

Installer: _____

Customer Acceptance (signature): _____

Print Name: _____

- Installation Costs for Exclusive Cameras (At MDAD's actual cost and/or Tenant's contractor under MDAD supervision)
- Monthly Fees may be adjusted annually every October 1st in accordance with MDAD Schedule of Fees, Rates and Charges upon Board of County Commissioners approval.

One time Installation Cost by MDAD: _____

Prepared by: _____

Reviewed and Authorized by: _____

To be installed by Tenant's Contractor: _____

Contractor Name: _____

Building Permit Number: _____

(Company): _____

Address: _____

Telephone: _____

E-mail : _____