| HR LF | HR HF | Fire Department Town of Belmont NH 03220 | STANDARD OPERATING GUIDELINE | SOG NO: ADM 14-013 EFFECTIVE DATE: 09/22/2014 |
|----------|----------|--|---------------------------------|---|
| LR | LR | | Title: | |
| LF | HF | THE STOP | Helmet Camera | REVISION NO: 00 |

I) PURPOSE, SCOPE, APPLICATION

- A) The purpose of this standard operating guideline will outline to use and application of helmet mounted cameras at structure fires in the town of Belmont.
- B) This Guideline will cover:
 - 1) Who is authorized to use camera
 - 2) Where the camera is authorized to be used
 - 3) How to transfer footage
 - 4) Where to transfer footage too
 - 5) Who is responsible for camera
 - 6) Who is responsible for Media storage device
- c) This SOG will be applied during all Belmont Fire Department training, inspection, and emergency response incidents

II) REFERENCE DOCUMENTS

A) BFD GO 12-016 Photography and Digital Imagery

III) DEFINITIONS

A) <u>Helmet camera</u> A camera mounted to structural or other type of protective helmet.

IV) ROLES AND RESPONSIBILITIES

- A) It will be the responsibility of the personnel wearing/using the camera to be aware of all guidelines applying to device
- B) It is the responsibility of the OIC to enforce this guideline

V) SAFETY

1) At no time shall activation and or use of the approved helmet camera cause any safety issues to either Belmont Fire Department Personnel of to those we responding to assist.

VI) ENFORCEMENT

A) Failure to understand this Standard Operating Guideline may result in disciplinary action.

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- B) Any deviation from this Standard Operating Guideline may require a written report to the Officer in Charge and the Deputy Chief.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

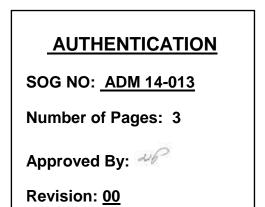
- A) Hardware ownership
 - Camera will initially be purchased by personnel, media storage device will be purchased by Belmont fire department and maintained by Belmont Fire Department
 - 2) Camera wear and tear will be responsibility and property of individual personnel
- B) Accepted and Restricted uses helmet mounted camera
 - 1) Only members with written consent on file from the Fire Chief shall be allowed to wear and use helmet cameras
 - 2) Accepted Uses
 - (a) Building Fires in the Town of Belmont
 - (b) Vehicle Fires in the Town of Belmont
 - (1) When in sight of incident scene
 - 3) Restricted Uses
 - (a) Not while responding to incidents
 - (b) Not to be used in other communities
 - (c) Not to be used when medical care is being rendered
 - (d) Not to be used during MVA response
 - (e) There is to be no audio recording at anytime
- C) Ownership and Use of Media
 - 1) Digital Media will be directly turned over from user to Chief or designee

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- 2) Digital media will be stored in accordance with Belmont Fire Department General Order GO 12-016 Photography and Digital Imagery
- 3) Digital Media will not be used for personal use of any kind
- 4) Digital Media is property of Belmont Fire Department
- 5) Only Belmont Fire Department media storage devices will be used, no personal media storage devices shall be used

VIII) RECORDS, REPORTS, CHARTS

A) N/A



| Sog Review Dates: | |
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