


HR LF	HR HF	Fire Department Town of Belmont NH 03220	STANDARD OPERATING GUIDELINE	SOG NO: ADM 14-013
LR LF	LR HF			EFFECTIVE DATE: 09/22/2014
			Title: 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) Helmet camera 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 anr 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
 - 1) 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

<p><u>AUTHENTICATION</u></p> <p>SOG NO: <u>ADM 14-013</u></p> <p>Number of Pages: 3</p> <p>Approved By: <i>[Signature]</i></p> <p>Revision: <u>00</u></p>
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<p>Sog Review Dates:</p>
