Southern Webster County Fire Protection District

Dash Camera Policy
Policy No.: 2025-10
Effective Date: _____
Issued By: Deputy Chief Justin Levy
Approved By: Board President _____ on _____

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1. Purpose

The purpose of this policy is to establish guidelines for the use, handling, and storage of dash camera footage within Southern Webster County Fire Protection District. Dash cameras are installed to improve operational knowledge, enhance training opportunities, and support accurate incident documentation.

These cameras are in place to **better the district through training purposes** and **are not intended for direct disciplinary action**.

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2. Scope

This policy applies to all members operating or riding in district vehicles equipped with dash cameras. This includes all district apparatus, command vehicles, and support units.

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3. Policy Statement

Dash cameras provide:

- Documentation of emergency responses
- Visual reference of roadway hazards and incident approach
- Supporting material for training and operational improvement

- Accurate information for incident reporting

All dash camera footage is exclusive property of Southern Webster County Fire Protection District.

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4. Camera Activation & Operation

4.1 Automatic Activation

Dash cameras activate **automatically** when the vehicle is powered on.
No member is required to manually activate the system.

Members shall **not**:

- Disable the camera
- Disconnect power
- Alter wiring or system settings
- Cover or obstruct the lens

Any malfunction must be reported immediately to a Chief Officer.

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5. Member Responsibilities

Members using vehicles equipped with dash cameras must:

- Ensure the camera is unobstructed and operational
- Verify that the camera powers on when the vehicle starts
- Report problems immediately
- Follow all district rules regarding footage handling
- Respect the privacy and confidentiality of all recorded material

Members shall not delete, download, share, or alter footage unless specifically authorized by the Fire Chief or Deputy Chief.

6. Footage Access & Retrieval

6.1 Authorized Access

The **Fire Chief** and **Deputy Chief** are the ONLY individuals authorized to:

- Access footage
- Retrieve footage
- Review footage
- Approve release of footage

6.2 Member Requests

Members may request footage for:

- Training review
- Incident review
- Driving complaint clarification

Requests must be submitted through the chain of command and approved by the Fire Chief or Deputy Chief.

6.3 Public or Outside Requests

All requests from outside agencies, attorneys, insurance companies, or the public shall be handled **only by the Fire Chief, Deputy Chief, District Secretary, or the Board of Directors**.

Members shall not independently release or discuss footage.

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7. Data Storage & Retention

Dash camera footage is stored on a **closed-loop recording system**.

- Footage will automatically overwrite in accordance with system limits unless preserved.
- Significant incidents may be saved and uploaded to the **District's secure Google Drive**.
- Footage flagged for review, training, or documentation will be retained until no longer needed.

Recordings not flagged for preservation will follow the system's automatic overwrite cycle.

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8. Privacy & Confidentiality

Dash camera recordings may contain sensitive information including patient data, license plates, private residences, minors, and victims.

All footage must be handled professionally and confidentially.
Unauthorized review, sharing, or distribution is prohibited.

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9. Training Use

Dash camera recordings may be used to improve:

- Driving practices
- Response techniques
- Incident approach and positioning
- Team coordination
- Post-incident evaluations

Recordings support **training and operational review**, not direct disciplinary action.

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10. Disciplinary Action

Because dash cameras are installed primarily for training and operational improvement, they are **not intended for direct disciplinary action**.

However, intentional misuse of the camera system, tampering, deleting footage, or violating this policy may result in disciplinary action as appropriate.

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11. Policy Review

This policy will be reviewed annually by the Deputy Chief and updated as needed to include operational or technological improvements.