



Jackson Hole Fire/EMS Operations Manual

Approved by:

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Title:	Helmet Dash Cam Use and Guideline
Division:	22
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PURPOSE

The purpose of this policy is to manage the use of department owned cameras by Jackson Hole Fire/EMS personnel in accordance with HIPPA and various state and federal laws in such a way that the privacy rights of department personnel, patients, fire victims, and the public are respected; that evidentiary concerns related to such images are protected; that the state's public records law is complied with; and the professional image of the department is maintained.

SECTION I – DEFINITIONS

Images – digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images created, as well as any digital reproductions or copies of such images. This definition shall extend to derivations of the term images, including image, imagery and imaging.

SECTION II – PROCEDURE

1. Only personnel who have been trained on compliance with this policy and who have been approved by the Fire Chief shall be permitted to use fire helmet/dash cameras pursuant to this policy. Additional training may be required at periodic intervals for the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates or other revisions in policy and equipment.
2. Fire department personnel shall gain written approval from the Fire Chief prior to using non-department owned fire helmet/dash cameras while on-duty, responding to calls or during training. The Fire Chief may grant an exception to this rule on an individual basis. A basic condition of any member using a non-department owned fire helmet/dash camera while on-duty is that the Fire Chief or his/her designee may inspect the device at any time.
3. If non-department owned fire helmet/dash cameras are damaged during the course of duty, replacement cost will be the responsibility of the fire helmet/dash camera owner.

4. Personnel shall only take images that are of business related matters of the department and events for purposes of incident documentation, evidence, training, investigation, and/or public relations. all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of Jackson Hole Fire/EMS.
5. All images taken with a fire helmet/dash camera by personnel shall be preserved and shall not be deleted without the written permission of the Fire Chief or his/her designee, except as permitted by Teton County's record retention policy.
6. Personnel should not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner images without prior written authorization and approval of the Fire Chief or his or her designee.
7. Personnel are encouraged to inform their supervisor or Battalion Chief of Training of any recordings that may be of value for training purposes.
8. Fire helmet/dash cameras should not be used to record:
 - a. Communications with other Jackson Hole Fire/EMS personnel without the permission of the Fire Chief;
 - b. When on break or otherwise engaged in personal activities; or
 - c. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

B. Responding to, operating at, and returning from, incident scenes

1. Imagery taken by fire helmet/dash cameras while responding to, operating at, and returning from incident scenes shall be for incident documentation, evidentiary, training, investigation, and/or public relations purposes only, and shall be subject to any limitations or restrictions imposed by the incident commander.
2. The taking of imagery shall not interfere with nor delay operational activities
3. All imagery containing individually identifiable patient information shall be presumed to be covered by HIPAA and state medical privacy laws and shall be protected in the same manner as patient care reports and medical documentation.

SECTION III – HANDLING AND PRESERVATION OF IMAGES

1. All images recorded by fire helmet/dash cameras are the exclusive property of the Jackson Hole Fire/EMS. Accessing, copying, or releasing files for non-department purposes is strictly prohibited.
2. Fire department owned images shall not be used, printed, copied, scanned, e- mailed, texted, forwarded, posted, uploaded, shared, reproduced or distributed in any manner, except as provided herein in this policy.
3. All fire department owned images as described in this policy shall be downloaded from the fire helmet/dash camera as soon as possible after they are taken and will be cataloged and stored in a

secure archive with controlled access. After being downloaded and verifying that the downloading is successful, the images on the fire helmet/dash camera memory card shall be erased.

4. Imagery that has known evidentiary value, including vehicular accidents involving department vehicles, fire scenes showing evidence of cause and origin, incident scenes showing the locations of victims, fire code violations, etc., require that a Chain of Custody form be initiated by the photographer and forwarded with the imagery.
5. The use of fire department owned images by any member, and the release of any images by the department as public records, shall be subject to the approval of the Fire Chief or his/her designee. Prior to the release of any image, the image shall be evaluated by the Fire Chief or his/her designee to ensure that the release will not result in a breach of patient confidentiality or breach of privacy, and that the release will, in all other respects, be lawful.
6. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

