

BURLINGTON TWP. FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE #24

DIGITAL CAMERA

Purpose: To provide photographs and or recordings for training and reporting purposes.

Scope: To manage guidance for the use of the department issued digital camera and storage and dissemination of digital photographs.

1. The department has three issued digital cameras. The digital cameras will be stored under the passenger seat of 15-21, in the glove box of 15-51, and above the passenger visor of 15-22.
2. The digital camera is to be used to take photographs and/or video of any Burlington Twp. Fire Department incident or activity.
3. These digital cameras shall be the only approved photograph and/or video equipment to be used on scene, unless otherwise directed by the Fire Chief and/or the senior officer on scene. This means no use of personal cameras or cell phones unless otherwise approved.
4. Once any photographs and/or video are taken, they are to be downloaded to the Burlington Twp. Fire Department media flash drive by an officer. The file folder will be saved as the incident number. Once the files have been downloaded to the flash drive they will be deleted from the device. The flash drive will then be stored in the secure personnel filing cabinet. No photographs will be printed off unless authorized by the Fire Chief.
5. Any unauthorized release of the photographs and/or video shall be subject to the disciplinary actions by the Fire Chief, with a possible suspension.

Enacted: 10/27/13

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