



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 2.11 Helmet Cameras



HELMET CAMERAS

Effective: June 10, 2022
 Scheduled Review: June 10, 2025
 Approved: Fire Chief Mike Kennedy

I. PURPOSE

Helmet camera technology provides a platform for training and informing the public of fire department operations. Every effort shall be made to respect the privacy interests of personnel, patients, fire victims, and the public; to meet all evidentiary requirements that may arise in the course of operations; and to comply with State of Michigan Freedom of Information Act.

II. DEFINITION

Helmet Camera - Department issued digital device mounted to a helmet for the purpose of recording digital material involving emergency or non-emergency incidents in the performance of an employee’s official duties.

III. PROCEDURE

The use of a personally owned helmet camera is prohibited. Personal use of a department issued helmet camera is prohibited.

On-duty personnel shall only makes recordings that are of business-related matters of the department and events for purposes of incident documentation, evidence, training, investigation, and / or community relations. All digital material obtained by a helmet camera is the sole property of the City of Ann Arbor and shall be managed in accordance with standard City practices for the retention and preservation of public records.

When an employee captures digital material with a department issued camera, the employee will contact the assistant chief assigned to operations to download the file. Digital material obtained by a helmet camera will only be downloaded by an assistant chief, fire chief, or City IT personnel. After a helmet camera has been downloaded, remaining digital material will be erased from the camera. No digital material will be released for public consumption without prior authorization of the fire chief.

An assistant chief, fire chief, or City IT personnel may inspect any City-issued helmet camera at any time. Personnel are advised that they have no expectation of privacy of the contents of any City-issued helmet camera.

Personnel are expressly prohibited from taking any images of another person in any location where a person has a reasonable expectation of privacy, including a bathroom, bedroom, locker room, changing area, or any other location where a reasonable person would believe that he or she could disrobe in privacy, without being concerned that his or her undressing was being photographed, filmed, or videotaped by another; or a place where one would reasonably expect to be safe from hostile intrusion or surveillance



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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 notification of fire prevention to assist with chain of custody for possible evidentiary purposes.

Digital material that contains identifiable patient information covered under HIPPA Privacy Laws shall be redacted.