



North Channel EMS

Vehicle Unit/Body Camera Policy

North Channel Emergency Medical Services utilizes in vehicle Digital Video Recorders (DVR's) along with crew member body worn cameras (BWC) to support its Quality Assurance (QA) and Quality Improvement (QI) programs and are not considered part of the Patient Care Report.

Quality Assurance and Quality Improvement:

- Paramedics and EMT's will be randomly selected each quarter to review two (2) videos, one transport and one non-transport.
- Selected Cardiac arrests, Rapid Sequence Intubations, Critical care transport patients and vehicle accidents involving a North Channel unit will be reviewed with the responding crew members by the Director of Operations or designee.

Issue/Exchanging BWC:

- BWC's are assigned to each individual crew member by "Camera ID#". Crew members will utilize/wear the BWC issued to them on all incidents.
- At the start of each shift (AM/PM) crew members will retrieve the BWC from their unit and return it to the Supervisor on duty. BWC's returned will be placed into the "Upload" bin.
- The Supervisor will issue each crew member a fully charged and clear BWC for their shift.
- In the event a Supervisor is unavailable the crew member will document the BWC exchange on the BWC Tracking form by Date, crew member, and BWC ID.
- Supervisors will use the "WEMS" software to assign BWC's to each crew member after uploading all BWC in the "Upload" bin to the server.
- The on duty Supervisor will be notified immediately of any BWC that has been damaged and or has low/loss of battery charge during their shift. The Supervisor will immediately issue a replacement BWC to the crew member and follow the upload/assignment procedure. A "BWC Incident" form must be completed by the crew member.

Activation of Unit Camera:

- Patient compartment, dash, and rear camera recordings are activated when the vehicle ignition is turned on, all recording stops approximately thirty (30) seconds after the ignition is turned off.

Activation of Body Worn Camera:

- Cameras will be worn by all NCEMS crew members and will be activated on all incidents upon arrival to the dispatched location.
- **Transports:** BWC's cameras will remain activated until arrival at the Emergency Department. BWC's are to be deactivated prior to entering the Emergency Department.
- **Non-Transports:** BWC's should be deactivated when returning to service.
- Crew members may activate BWC's anytime at their discretion.

Discontinue Recording of Body Worn Camera:

- BWC's will be deactivated prior to entering the Emergency Department.
- When crew members are in a "Private Place" and the patient/resident requests the camera be turned off, crew members are to comply and deactivate the BWC.
- Crew members may deactivate their BWC on an incident at their discretion.



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BWC Incident Report Required: (deactivation/failure of BWC)

- Crew member is in a “Private Place” and they are requested to discontinue recording.
- Crew member discretion to discontinue recording.
- Malfunction/ damage or battery issue.
- Incidents requiring immediate review.
- Crew member failed to activate BWC

Crew Member Access: (monitored)

- QA/QI Process
- Review for court cases/testimony

Video uploading: Medic Units

- Video will automatically upload to NCEMS Video server when the unit returns to the station.

Video uploading: Body Worn Camera

- BWC’s in the “Upload” bin are to be placed in the charging/upload station.
- Supervisors are to confirm that the “Extraction” software is running.
- BWC’s are to be turned “OFF” after the upload process is complete.

Archiving of recorded video:

- All recorded video /audio will be archived for a period of ninety (90) days.
- Video is deleted automatically after ninety (90) days after the create date.
- An Incident with an active documented complaint prior to the ninety (90) day archive period will be retained until the complaint has been resolved.
- In the event a law enforcement agency submits a request for an existing video due to an ongoing investigation the requesting agency will be supplied with a copy of the video.
- North Channel EMS will archive any video requested by law enforcement for a period of one (1) year from the date the video was originally requested.
- Video recorded in a “Private Place” will not be released without the written consent of the patient/resident.