



# Region 4 Surveillance Camera Procedure

## Introduction

This procedure is to be read in conjunction with the Region 4 Surveillance Camera Policy Date:  
Version: 1.0

## The Equipment

3 Go-Pro cameras, windscreen mounts and associated equipment is held by the Principal Advisor Fire Risk Management (PAFRM).

## Requesting the surveillance cameras

In response to a specific need as defined within the policy document such as a high occurrence of suspicious fires within a location. The FRMO with the approval of the Area Commander requests the use of the camera from the PAFRM.

The location and placement of cameras on an appliance will be determined through discussion between the respective Area Commander, FRMO and PAFRM.

## Surveillance Camera Positioning

The cameras are to be mounted using the windscreen mount to a position on the windscreen giving access to the camera by the Officer in Charge (OIC) yet not impeding the vision of the appliance driver. Signage stating "CCTV On Board" must also be mounted on the on the appliance so that the message can be seen by both members of the public and occupants of the appliance.

## Surveillance Camera Use

- The cameras are only to be used for the incidents they have been authorised for; e.g. scrub fires, car fires or fires in a particular location.
- The circumstances surrounding their use will be fully discussed and their installation agreed to by the relevant Brigade personnel in control of them.
- Camera operation to be authorised by the OIC riding the appliance on a case by case basis.
- The cameras are only to be used en-route to the incident.
- The sound recording must be turned off.

- Cameras are turned off when entering private property.
- Under no circumstances is surveillance camera footage to be posted upon a social media forum or used for any purpose other than in line with the Surveillance Camera Policy or approved by the Region Manager Urban or Region Manager Rural.

## Memory card Replacement

- When full, the memory card is only to be replaced by the VSO or FRMO. No spare cards are to be kept with the deployed units.
- The full cards are to be placed in an envelope, sealed, signed and delivered to the FRMO.
- Following a direct request from the police the memory card is to be retrieved by the FRMO placed in an envelope, sealed and signed until imagery can be downloaded.
- Under NO circumstances are non-authorized cards to be used in the cameras.

## Storing and Access of Images

- Only VSO's, FRMO's and PAFRM's shall have access to the memory cards
- All imagery shall be downloaded at the earliest opportunity by the FRMO and stored on the "N" drive in the "CCTV Footage" folder.
- An entry shall be made in the log each time the folder is accessed.

## Monitoring and Implementation

The PAFRM will monitor the implementation of this procedure along with a six monthly audit to ensure compliance. Noncompliance with this procedure will be dealt with via the FENZ disciplinary procedure.

The procedure will be reviewed every 2 years or at the request of FENZ, in response to changed legislative and statutory requirements or in response to any issues that may arise.

## Public Enquiries and Complaints

Any enquiries or complaints regarding the use of this procedure should be directed to the respective Area Commander in the first instance and then onto the PAFRM if necessary.

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Region Manager Urban  
Region 4  
Fire and Emergency New Zealand

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Region Manager Rural  
Region 4  
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