

PLAINSBORO TOWNSHIP BOARD of FIRE COMMISSIONERS
FIRE DISTRICT No. 1
CCTV Policy

The Board of Fire Commissioners of Plainsboro Fire District #1 strives to maintain a safe and secure environment for its staff and visitors. In pursuit of this objective, selected interior and exterior areas of the Fire Station at 405-407 Plainsboro Road are equipped with video cameras that may be recording audio and video at all times. Signage will be posted disclosing this activity. The Fire Station CCTV system shall be used for the protection and safety of our staff, visitors, assets, property, and to assist law enforcement.

Reasonable efforts shall be made to safeguard the privacy of our staff and visitors. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or changing areas.

Operation of the CCTV system and access to video records shall be limited to the Chairman or the Commissioner of Computers/IT of Board of Fire Commissioners; requests to review recorded video may come from a Fire Commissioner, Fire Chief or ranking fire officer in absence of the Chief, Fire Company President or Vice President in absence of the President or a law enforcement agency. The Board of Fire Commissioners will also comply with legal requests from law enforcement to review any data collected.

Images from the Board of Fire Commissioners CCTV system shall be stored digitally on the DVR internal hard drive. Video footage will be archived for a set time period to be determined either by the Board of Fire Commissioners or the hardware/software restrictions of the system.

Video records may be used for the purpose including but not limited to assisting in identifying the person or persons responsible for any damage to property or equipment, missing items including personal property or property owned by the Fire District, Fire Company or when determined appropriate by the Board of Fire Commissioners in the course of any investigation of injury, confrontation, harassment, abuse or other reasonable events.

The Board of Fire Commissioners reserves the right to share video records with staff, law enforcement, or other parties when appropriate or to assist in any investigation.

Video records shall not be used or disclosed other than as specifically authorized by this policy.