Incident Management Team In-Vehicle Camera Operations  
UDOT 06C-39

Effective: February 4, 2020  
Revised: New

Purpose
To define the use of in-vehicle cameras and recording devices policies and procedures for the Utah Department of Transportation (Department) Incident Management Team (IMT).

Policy
1. IMT operators will use in-vehicle cameras and recording devices (Dash Cams) for the purpose of recording the day-to-day interactions of the IMT. Multiple cameras, including forward facing, rearward facing, and in cab may be used.

2. The Dash Cams will operate any time the vehicle is in operation.

3. The Dash Cams will store the electronic files in the format type and storage location of the particular device. The electronic files will be overwritten as per the device requirements, and will not be retained except as provided for in this policy. Typical retention on the device before the data is overwritten is 72 hours.

4. Dash Cam videos may be retained for the following purposes:
   a. Recordings that may be of value for training purposes.
   b. Recordings that are requested by law enforcement or public safety organizations, including investigation of incidents where the IMT vehicle was in a location that the recording may contain relevant information for the investigation.
   c. Recordings for the protection of the Public or the Department.
   d. Other uses as identified by the Department.

5. All Dash Cam files recorded by the IMT will be considered Department property.

6. Recordings will not be copied, shared or otherwise distributed except for official department business. Requests for copies of a video for other reasons must be approved by the Deputy Director for Engineering and Operations.
   a. Request for recordings will be received by the Deputy Director for Engineering and Operations.
   b. Requests for recordings by the media will adhere to Policy 04-02, Working With The Media.
7. Supervisors may randomly review Dash Cam recordings to verify that the equipment is operating properly and that IMT operators are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

8. Employees who are found to be in violation of this policy will be subject to disciplinary action.

**Background**

The Incident Management Team performs critical functions on the highway system. They provide management of the scene during a traffic incident. Comprehensive incident management and traffic control both at the incident scene and upstream of the incident provides warning to approaching drivers, which reduces the likelihood of secondary crashes and greatly enhances the safety of emergency responders at the scene.

The IMT also provide routine service patrol activities when not responding to an incident. These activities include motorist assistance, removal of vehicles from the travel lanes and shoulders, removal of debris, and assistance to Department projects and maintenance.

The use of the Dash Cams will accomplish several objectives. Recording devices allow for accurate documentation of IMT operator contacts and critical incidents. The recordings also enhance the Department’s ability to review the operation of the Incident Management Program and to provide additional information for IMT operator evaluation and training.

**Definitions**

**In-Vehicle Cameras**

In-Vehicle Cameras (Dash Cam devices) are defined as video and audio recording devices that are mounted or operated in a Department vehicle for the purpose of recording day-to-day interactions of the IMT.
Procedures
Incident Management Team In-Vehicle Camera Operations

Responsibility: Incident Management Team Operator and Lead

Actions

1. Verify that the Dash Cam is operational anytime the IMT vehicle is in operation.

2. Report to their supervisor immediately when they believe there is a recording that may comply with one of the requirements for retention.

3. Do not discuss the contents of any recording with unauthorized personnel.

Responsibility: Incident Management Team Statewide Coordinator and Region Supervisor

4. Observe all restrictions and regulations described in this policy when functioning as an IMT operator.

5. Verify that each IMT operator and IMT Lead understands the requirements of this policy.

6. Review this policy periodically with all IMT operators and IMT Leads, and inspect trucks to verify compliance with policy. Monitor the practices of IMT operators.

7. The Statewide Coordinator, or their designee, will retrieve the data file from the Dash Cam when necessary.

8. Inform the Traffic Management Division (TMD) Traffic Operations Engineer of any violations of this policy by an IMT operator.

Responsibility: TMD Traffic Operations Engineer

9. Review all requests for recordings from IMT Dash Cams. Approve, deny, or elevate the request as necessary.

10. Initiate the IMT Review Panel whenever a violation of this policy occurs.
   a. The TMD Traffic Operations Engineer, or designee, acts as the chair of the IMT Review Panel and conducts the meeting.
   b. Reports the results of the investigation to the TMD Director.