



DASH CAMERA POLICY

Policy Type:	Governance	Initially Approved:	10/06/2025
Policy Sponsor:	Executive Director	Last Revised:	10/06/2025
Primary Contact:	Executive Director	Review Scheduled:	10/2026
Approver:	Chief and Council BCM WFN 25/26-10-181		

1. Purpose

The purpose of this policy is to establish clear guidelines for the use of dash cameras in Wahnapitae First Nation (WFN) company vehicles. The primary objectives are to enhance safety, protect WFN employees and assets, and provide reliable evidence in the event of accidents, insurance claims, or violations of WFN's Passenger Vehicle Use Policy.

2. Scope

This policy applies to all WFN-owned or leased vehicles equipped with dash cameras and to all employees or authorized drivers operating such vehicles.

3. Definitions

Dash Camera	An in-vehicle recording device that captures video, and in some cases audio, of the vehicle's surroundings and/or interior.
WFN Vehicle	Any vehicle owned, leased, or otherwise provided by Wahnapitae First Nation for official business use.
Authorized Driver	An employee or approved individual permitted to operate a WFN vehicle under the Passenger Vehicle Use Policy.

4. Policy Statement

Dash cameras are installed in WFN vehicles to:

- Provide evidence in the event of an accident or incident.
- Support investigations into insurance claims, traffic violations, or misconduct.
- Monitor compliance with WFN's Passenger Vehicle Use Policy, including prohibitions on speeding, smoking, texting, or distracted driving.
- Promote accountability and safe driving practices.

5. Use of Recordings

- Recordings may only be used for legitimate business purposes, including accident investigation, claim verification, disciplinary investigations, and compliance with applicable laws and policies.
- Access to recordings will be limited to the Executive Director, WFN Director's, or other authorized personnel.
- Recordings may be shared with Chief and Council, law enforcement, insurers, or legal representatives if required.
- Unauthorized access, copying, or distribution of recordings is strictly prohibited.

6. Privacy and Confidentiality

- Dash cameras are not to be used for constant surveillance of employees, but rather as a tool for safety and accountability.
- WFN will comply with all privacy legislation regarding the collection, storage, and use of dash camera footage.
- Employees will be notified when dash cameras are installed and operational.

7. Data Storage and Retention

- Dash camera footage will be stored securely and retained only as long as necessary for its intended purpose.
- If no incidents are reported, recordings may be overwritten or deleted after a reasonable retention period (e.g., 30–60 days).
- If an incident occurs, relevant footage will be retained until the matter is resolved.

8. Responsibilities

Employees/Drivers: Operate vehicles safely, comply with WFN's Passenger Vehicle Use Policy, and respect this policy.

Director's: Ensure employees are aware of and comply with the policy.

Executive Director: Oversee administration, authorize access to footage, and ensure compliance with privacy standards.

Chief and Council: Provide policy oversight.

9. Disciplinary Action

Violations of this policy, misuse of dash cameras, or misconduct revealed through recordings may result in disciplinary action up to and including termination. Dash camera footage may be used as evidence in investigations of accidents, insurance claims, or violations of WFN's Passenger Vehicle Use Policy. Where footage shows minor or first-time issues, corrective measures such as coaching, warnings, or retraining may be applied. Serious offences — including reckless driving, impaired driving, illegal activity, repeated unsafe behavior, or tampering with the dash camera — may result in immediate suspension of driving privileges, disciplinary action up to and including termination, and, where applicable, referral to law enforcement. All disciplinary use of footage will comply with WFN's policies and privacy standards.

10. Review and Amendment

This policy shall be reviewed every three (3) years, or sooner if required.

Minor or administrative amendments to this policy that do not alter its intention or core criteria may be made with the approval of the Executive Director, without requiring formal review or approval by Chief and Council.

11. Revision History

Date: (mm/dd/yyyy)	Motions

