

S.O.P. #: 700-3

SUBJECT: AUDIO-VISUAL SERVICES, DUTIES AND RESPONSIBILITIES

DIVISION: FIRE-RESCUE ACADEMY

Objective: To outline the duties and responsibilities of the Audio-Visual Services personnel.

Section 1: Fire Captain, Audio Visual Services

A. The Fire Captain, Audio Visual Services shall be responsible for the following duties:

1. Photography for Identification Cards and the lamination of the same for:
  - a. Recruits
  - b. Civilians
  - c. Retirements
  - d. Promotions
  - e. Lost cards
  
2. Taping of Slide Programs
  - a. Including script, taking of slides, sound effects, music, narrating and the dubing of extra tapes.
  - b. Programs from pre-written script using available slides. Narrating tape and obtaining sound effects and music.
  - c. Maintain Slide Library
  
3. Video Taping
  - a. Responds to multi-alarm fires, rescue details or other incidents to make a visual record for future use.
  - b. Seminars (EMS and Emergency Operations
  - c. Training exercises for instant playback in critiques
  - d. Obtain video tapes from other jurisdictions of fires, rescue, airplane crashes, fatal incidents, etc.
  - e. Editing tapes and narrating same.
  - f. Schedule tape programs to be put on Channel 36 of Cable TV for viewing in fire stations (career and volunteer)
  - g. Set-up TV and video tape player for video tape presentations

4. Repair film and projection equipment for:
  - a. Fire Academy
  - b. Fire Prevention
5. Perform preventive maintenance and repair video tape/audio equipment
6. Still camera pictures
  - a. Recruit graduation
  - b. Promotions
  - c. New items
  - d. News equipment
  - e. Assist Fire Investigation
7. Assist other jurisdictions upon request and approval
8. Select and train interns from local colleges to assist in projects
9. Give public relations talks to various organizations on the part Audio/Visual Services play in the County Fire Department
10. Keep up-to-date on new production techniques, equipment and terminology by attending classes at Catonsville Community College and various Audio-Visual Shows/Exhibits.
11. Teach special classes as assigned by the Battalion Fire Chief, Fire-Rescue Academy.
12. Administer monies allotted in the budget for Audio/Visual Services as approved by the Battalion Fire Chief, Fire-Rescue Academy.

Section 2: Procurement of Identification Cards

A. Recruits

1. Uniform to be worn
  - a. Blouse coat
  - b. Blue shirt w/tie
  - c. No hat
2. It shall be the responsibility of the Instructor in charge of the recruit class to arrange with the A/V Office for scheduling of the new recruits to have their I.D. Photo taken at some time prior to their first pay.

B. Promotion

1. Uniform to be worn
  - a. Blouse coat
  - b. Appropriate shirt w/tie
  - c. No hat

2. It shall be the responsibility of the newly promoted officer/paramedic to arrange with the A/V Office to have their new I.D. photo taken at the A/V studio. Arrangements should be made only after the proper rank insignia have been placed on the blouse coat/shirt.

C. Civilian

1. Proper civilian clothes
2. It shall be the responsibility of the division head to whom the civilian employee is assigned to arrange with the A/V office to have I.D. photo taken at the A/V Studio. This should be prior to the new employees first pay.

D. Retirement

1. Proper civilian clothes
2. It shall be the responsibility of the Administrative Office to inform the employee to be retired (uniform/civilian) to contact the A/V Office to schedule for an I.D. photo to be taken at the A/V Studio.

E. Lost Identification

1. Appropriate uniform/civilian clothes
2. It shall be the responsibility of the employee to contact the A/V Office for date and time of retake at the A/V Studio.