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**Section: 1.26 DEPARTMENT PHOTO AND ELECTRONIC IMAGING**

Effective Date: 03/06/2010

Revision Date: NEW

Approved by: J. Ehret 3/06/2010

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**SCOPE**

This policy applies to all South Metro Fire personnel.

**PURPOSE**

To manage photographs and electronic images taken by South Metro Fire Department employees while on duty. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

**PROCEDURE**

- A. Unless authorized, under no circumstances will employees be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any incident.
- B. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of South Metro Fire Department personnel in charge of the scene, using approved department equipment whenever possible.
- C. All photographs containing individually identifiable patient information are covered by HIPPA privacy laws and must be protected in the same manner as patient care reports and documentation.
- D. Incident, inspection or investigative images taken by an employee in the course and scope of their employment are the sole property of the South Metro Fire Department, and are under the control of the South Metro Fire Department. This includes any images taken with a member's personally owned camera, cell phone camera, or any other digital imaging device.
- E. No images taken by an employee in the course and scope of their employment covered above may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner in accordance with South Metro Fire Department Rules and Regulations. This prohibition includes the posting of any South Metro Fire Department photographs on personal Web sites such as, but not restricted to; Facebook, MySpace, YouTube, other public safety agency websites, or e-mailing to friends, relatives or colleagues.
- F. All South Metro Fire Department digital images will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards will be erased.
- G. Violation of this policy, or failure to permit inspection of any device covered in this policy may result in disciplinary action.