

East Lake Tarpon Special Fire Control District		
	<i>SOP 135 Photography and Electronic Images</i>	
	Implementation Date: 04/26/2016	Revision Date(s): 04/26/2016
		Reviewed Date(s):
	Forms or Attachments: None	

PURPOSE: This policy provides the guidelines for managing photographs and electronic images taken by District personnel.

POLICY: It is the policy of the District to assure professionalism and the privacy rights of District personnel, patients, fire victims, and the public that we serve. It is further the department's policy to educate and inform employees about the proper purposes for which photography may be used, and to set forth the criteria and grounds for which employees may be disciplined for improper use of photography.

PROCEDURE:

1. Under no circumstances will District personnel 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 emergency incident.

2. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of District personnel in charge of the scene, using approved department equipment.

3. All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

4. Any on-scene images and or any other images taken by District personnel in the course and scope of their employment are the sole property of the District. This includes any images taken

inadvertently with a member's personally-owned camera, cell phone camera, or any other digital imaging device.

5. No images taken by a member in the course and scope of their liberally-defined "duties" may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner. This prohibition includes the posting of any District photographs on personal Web sites such as, but not restricted to: Facebook, Snapchat, Myspace, Twitter, YouTube, other public safety agency websites, or e-mailed to friends, relatives, or colleagues.

6. Considerations for posting will be given by the Fire Chief or designee when images are provided in advance of any posting as described in the scope of #5.

7. The use of unauthorized helmet cameras is strictly prohibited.

8. Personal use of department cameras is strictly prohibited.

9. Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.