

### **Sample Policy on Use of Cameras and Camera Phones**

1. Personnel are only permitted to use cameras or other picture taking image generating devices authorized or issued by the Department while on duty. Department/District issued devices are intended to be used for purposes only such as to document an incident, the position of the vehicles and patients at the scene of an accident for the mechanism of injury, for use by the receiving facility to assist in guiding treatment, training programs and incident analysis. Any other picture taking devices, including personal electronic devices, PDAs, cameras, or other personal computers not issued the Department shall not be used by personnel on duty, unless given specific permission by a Chief or Incident Commander.
2. All on scene photography shall be for clinical, training, incident analysis and/or documentation purposes only and conducted only at the direction of the Chief, the Incident Commander or by medical command.
3. Any photographs containing individually identifiable information are covered by the HIPAA Privacy Rule and must be protected in the same manner as patient care reports and other such documentation.
4. Any on scene images and any other images taken by a member in the course and scope of his/her service to the Department are the sole the property of the Department and not the property of the individual member. This includes any images taken with a member's personally owned camera, phone or other digital imaging device.
5. No images taken by a member in the course and scope of his/her service to the Department may be used, printed, copied, scanned, emailed, posted, shared or distributed in any manner without the express approval of Chief. This prohibition includes posting photos on personal websites, on social media sites such as Facebook, Instagram, TikTok or Twitter, or on public safety agency websites, or emailing images to friends, colleagues or others in the Fire and EMS service.
6. No personnel shall record any fire company/district related private meeting without the knowledge of those present at the meeting; and must have permission from the person running the meeting. This section shall not apply to all "public" meetings within the definition of Section 103 of the Public Officers Law.
7. No personnel shall record any fire company related training without the permission of the instructor presenting the training.
8. Refusal to permit inspection of any device covered by this policy may result in disciplinary action.