

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: C-39  
SECTION: Operations Division  
DATE: 8/3/11  
SUPERSEDES: New  
TITLE: **PHOTO & ELECTRONIC IMAGING POLICY**

**PURPOSE**

**C-39.1** – To manage photographs and electronic images taken by Stanislaus Consolidated Fire Protection District employees. To guarantee professionalism and the privacy rights of District personnel, patients, fire victims, and the public we serve.

**POLICY/GUIDELINE**

**C-39.2** – Unless approved by the Fire Chief or their designee, employees will **NOT** 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.

**C-39.3** – All scene photography/video shall be for clinical documentation or training purposes only, and conducted by or at the direction of the Chief Officer in charge of the scene, using approved District equipment or personal equipment approved by the Fire Chief or their designee.

**C-39.4** – 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.

**C-39.5** – Any on-scene images and/or any other images taken by an employee in the course and scope of their employment are the sole property of the Stanislaus Consolidated Fire Protection District, and are under the control of District Management. This includes any images taken with a member's personally owned camera, cell phone camera, or any other digital imaging device.

**C-39.6** – No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner, without District Management approval. Prohibition includes the posting of any District-related photographs on personal websites such as, but not restricted to; Facebook, MySpace, YouTube, other public safety agency websites, or e-mailing to friends, relatives or colleagues.

**C-39.7** – All digital images shall be downloaded as soon as possible, and shall be

cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards shall be erased.

**C-39.8** – The use of helmet cameras shall be with District approval only and shall adhere to this policy.

**C-39.9** – Personal use of District owned cameras is strictly prohibited.

**C-39.10** – All electronic images taken while on-duty shall be reviewed by District Management prior to being used for its intended purpose.

**C-39.11** – Violation of this policy or failure to allow review of photos/images taken while on-duty or in the scope of their employment, of any device covered in this policy may result in disciplinary action.

Written By: Stephen Mayotte, Fire Chief

Date: August 3, 2011

Approved By: \_\_\_\_\_