



# Shawnee Heights Fire District

## PHOTO AND ELECTRONIC IMAGING POLICY

**Purpose:** To establish a policy to promote the responsible use of photos and electronic images.

**Applicability:** To all District employees.

**Effective Date:** September 25, 2009

### 1. PURPOSE

- a. The Shawnee Heights Fire District is committed to promoting professionalism and guaranteeing the privacy rights of department personnel, patients, fire/rescue victims, and the public that we serve. Consistent with this policy, unauthorized collection and/or distribution of photos or electronic images which involve or affect the District, or which occur on District property or District controlled property (including incidents or trainings), will not be tolerated.

### 2. DEFINITIONS

- a. **Imaging Device:** For the purpose of this document, an imaging device is described, but not limited to, any device that is capable of capturing an image and storing that image on a media like; film, tape, electronically, etc. Examples of an imaging device include; film/digital cameras, cell phones, PDAs, video cameras, etc.

### 3. PROCEDURE

- a. Staff will not be allowed to use an imaging device while at any incident or training without express permission of the Incident Commander or a member of the Command Staff.
- b. All images captured shall be for clinical, documentation, or training purposes only.
- c. Images 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.
- d. Any images taken by staff in the course and scope of their employment are the sole property of the Shawnee Heights Fire District. This includes any images taken inadvertently with a member's personal imaging device. Image media must be turned over to the District at the earliest possible time following capture, but within at least 48 hours.
- e. Unless approved in advance by the Fire Chief, no image captured by staff in the course and scope of their employment may be used, printed, copied, scanned, emailed, posted, shared, reproduced, or distributed in any manner. I.e., no image shall be posted on Web sites such as Face Book, MySpace, YouTube, or other public/private networking sites, and no image shall be exchanged or shared with friends, relatives, colleagues, other individuals or companies.
- f. The use of unauthorized helmet cameras is strictly prohibited.
- g. Violation of this policy may result in discipline up to and including termination of employment.

This Policy specifically repeals and replaces prior District policies and administrative memoranda regarding the subject of photo and electronic imaging.

Approved: By Board Action on September 24, 2009.

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the Shawnee Heights Fire District's **Photo and Electronic Imaging Policy**. Specifically, I acknowledge my understanding of the following:

1. I understand the type of conduct and behavior that is prohibited under this policy.
2. I understand that I will be subject to discipline, up to and including the termination of my employment, if I engage or conduct activities prohibited by this policy.
3. I know how to report violations of this policy to the Shawnee Heights Fire District.

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Signature

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Date

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Printed Name