Lake View Fire Department Policies and Procedures
Department Photo and Electronic Imaging

Adopted July 8, 2009 – Amended December 11, 2013

PURPOSE
The purpose of this policy is to manage photographs and electronic images taken by Lake View Fire District firefighters, employees and mutual aid personnel from other departments. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

PROCEDURE
A. Under no circumstances will employees or mutual aid 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 incident unless granted permission by the officer in charge of the incident.
B. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Lake View Fire Department personnel in charge of the scene, using approved department equipment.
C. 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.
D. Any on-scene images and or any other images taken by an employee, or member or mutual aid personnel in the course and scope of their service are the sole property of the Lake View Fire District, and are under the control of the Lake View Fire District Secretary. This includes any images taken inadvertently with personally owned cameras, cell phone cameras, or any other digital imaging device.
E. No images taken by an employee or mutual aid personnel 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 written consent from the Public Information Officer or Secretary of the Lake View Fire District. This prohibition includes the posting of any Lake View Fire Department photographs on personal Web sites such as, but not restricted to; Face Book, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.
F. All 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. The use of unauthorized helmet cameras is strictly prohibited unless approved by the incident commander or Training Officer in charge of the incident or training evolution. See Point F.
H. Personal use of department cameras is strictly prohibited.
I. Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action of LVFD personnel.