

# Campbell County Fire Department Policy

General/Administration

Photo and Electronic Imaging



105.05

**PURPOSE:**

To manage photographs and electronic images taken by Campbell County Fire Department (CCFD) employees/volunteers. To guarantee professionalism and protect the privacy rights of department personnel, patients, fire victims, and the general public.

**SCOPE:**

This procedure applies to all members of the CCFD organization.

**POLICY:**

- A. Only for official use will employees/volunteers 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. (CCFD Photographer will be exempt from this, due to possible unforeseen circumstances. For example: department camera being repaired)
  
- B. All on-scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Campbell County Fire Department personnel in charge of the scene, using approved department equipment. All photographs/videos will have the CCFD logo watermarked on the bottom portion. Under no circumstances shall any photographs/videos be reproduced without obtaining the written permission from the Fire Chief.
  
- 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 employees/volunteers in the course and scope of their employment/duties are the sole property of the Campbell County Fire Department. This includes any images taken inadvertently with a member's personally owned camera, cell phone camera, or any other digital imaging device.
  
- E. No images taken by employees/volunteers in the course and scope of their employment/duties may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner unless authorized by the Chief or his designee (after approval for release, employees/volunteers may obtain printed copies of photographs). This prohibition includes the posting of any Campbell County Fire Department photographs on personal Web sites such as, but not

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Sherwin Cater, Chairman

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restricted to: Face book, MySpace, You Tube, public safety agency Websites, or e-mails to friends, relatives, or colleagues.

- F. The unauthorized use of helmet cameras is strictly prohibited.
- G. Personal use of department camera(s) is strictly prohibited.
- H. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

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Page 2 of 2

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