

**EAST GREENBUSH FIRE DISTRICT #3**

**POLICIES AND PROCEDURES**

**DEPARTMENT PHOTOGRAPHY AND ELECTRONIC IMAGING**

**PURPOSE**

To manage photographs and electronic images taken by East Greenbush Fire District #3 employees. To promote professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

- A- All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted subject to the direction of the East Greenbush Fire District #3 Officer in charge as per the chain of command.
- B- All images containing individually identifiable victim information are covered by HIPPA privacy laws and must be protected in the same manner as patient care reports and documentation. This also includes websites such as but not limited to: Facebook, My Space, You Tube, other public safety agency websites, or emailing to friends, relatives or colleagues.
- C- No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, emailed, posted, shared, reproduced or distributed in any manner not in accordance with this policy.
- D- The use of an unauthorized helmet camera(s) is strictly prohibited.
- E- Employees of Fire District #3 shall abide by this policy. Violation of this policy may result in disciplinary action which may include termination.

