

Standard Operating Guideline

Title: PERSONAL CELL PHONES, CAMERAS, RECORDING TECHNOLOGY, USE OF DISTRICT NAME		SOG Number: 2.06
Date of Issue: Feb.18, 2010	Effective Date: Feb.18, 2010	Issued by: Bryan G. Riebe, Fire Chief

I. PURPOSE

To establish guidelines pertaining to the use and management of personal electronic communication devices.

II. SCOPE

All department members.

III. RESPONSIBILITIES

All department members.

IV. BACKGROUND

The GMFSA understands the ownership and use of personal technology items has grown considerably over the past few years.

We also understand many members and their families consider their personal electronic communication, photography and recording devices a necessity for daily life.

The GMFSA also recognizes these devices when used inappropriately by members can place the member and the department in dangerous territory regarding confidentiality and public relations issues.

V. PROCEDURES

A. This policy shall directly apply to personally owned cellular telephones or communications devices with cellular telephone capabilities and any device that can photograph, capture or record still images, video or sound or any combination of the aforementioned.

B. When a member of the department is conducting the official business of the department their personally owned telephone, photographic or recording devices shall be in the off position.

C. In the event a member needs to place an urgent personal call during department official business an individual with the rank of Captain or higher may authorize use of a personal communications device.

D. In the event there is an emergency or unexpected incident where the members personal safety, health or well-being may be compromised or that of a fellow member or citizen may be in jeopardy or if they are witness to a catastrophic situation that requires immediate reporting their personal communications device may be activated and used.

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E. No photographs or video of official department business or activities may be taken without permission of the officer in charge.

F. No recording of official department business or meetings may be taken at any time unless authorized by an officer.

G.) When an officer has authorized said photographs, video or recording it shall become the property of the fire department.

H.) No pictures, video, or recordings of official department activities shall be disseminated to any other individual or group, online posting, non-department website or media outlet. This includes among members of our department or neighboring fire/emergency organizations.

I.) Any member who has inadvertently captured anything that might be categorized as evidence at an incident shall immediately notify the ranking officer and surrender for his/her review said image, file or recording.

J.) No members may post official comments or images of any other department member or official department activities on their personal social networking sites such as Myspace or Facebook. Individuals may reference their own membership in the department or their vocation as a fire/EMS provider on said site and may post one appropriate image of themselves in their role as a firefighter and one image of themselves in a uniform shirt or full dress uniform. Any other personal postings that could impact the public image of the department or its members must be cleared by a Chief Officer prior to posting.

K.) No member shall represent or indicate that any activity or event is sponsored or endorsed by the Glassy Mountain Fire Service Area without the expressed and unambiguous approval of the Glassy Mountain Board of Fire Control.