

PHOTO AND ELECTRONIC IMAGING POLICY

PURPOSE

To provide accountability, professionalism and direction in the management of photographs and electronic images taken by Albuquerque Fire Department personnel. Also, to protect the privacy rights of department personnel, patients, fire victims, and the Citizens and visitors of the City of Albuquerque.

PROCEDURE

- Under no circumstances will employees 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.
- All scene photography and or video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Albuquerque Fire Department personnel in charge of the scene, using approved department equipment.
- 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.
- Any on-scene images and or any other images taken by an employee in the course and scope of their employment are the sole property of the Albuquerque Fire Department, and are under the control of the Albuquerque Fire Department Training and EMS Division Commanders. This includes any images taken inadvertently with a member's personally owned camera, cell phone camera, or any other digital imaging device.
- No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner in accordance with City of Albuquerque Rules and Regulations. This prohibition includes the posting of any Albuquerque Fire Department photographs on personal Web sites such as, but not limited to; Facebook, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.
- All Albuquerque Fire Department 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 or other data storage devices will be erased.
- The use of unauthorized helmet cameras is strictly prohibited. Authorization may be obtained from the Fire Chief or his designee.

- Personal use of department cameras is strictly prohibited.

Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action up to and including termination.