

Tempe Fire Department Policies and Procedures
Department Photo and Electronic Imaging
104.14
Rev 4-8-09

PURPOSE

To manage photographs and electronic images taken by TFD employees. 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 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.
- B. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Tempe 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 in the course and scope of their employment are the sole property of the Tempe Fire Department, and are under the control of the Tempe Fire Department Technical Service Officer. 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 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 Tempe Rule and Regulations Sec. 612.B. This prohibition includes the posting of any Tempe 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 Tempe 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 will be erased.
- G. The use of unauthorized helmet cameras is strictly prohibited.
- 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.