

	Standard Operating Guideline: ADM 2	
	Subject:	Photograph, Image, Audio and Video Recording
	Effective Date:	April 1, 2012
	Revision Date:	May 1, 2018
	Approval:	<i>[Signature]</i>
	EMS Representative:	<i>[Signature]</i>
	Fire Representative:	<i>[Signature]</i>
	Career Representative:	<i>[Signature]</i>
Director:	<i>W. B. Ferguson</i>	

PURPOSE: To manage photographs, electronic images, audio, and video recordings taken by Franklin County Department of Public Safety personnel. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public we serve.

I. POLICY

A. Personal Recording or Photography Equipment.

1. Under no circumstances will personnel be allowed to use a personal camera, video recorder, or the camera/video function of a personal cell phone, or any other digital imaging device while at any incident. An exception would be utilization of a HIPAA compliant encrypted device when utilized in the best interest to expedite patient care.

B. Images and recordings for documentation and training purposes only

1. All scene photography, images, audio, and video recordings shall be for documentation, evidence, or training purposes only, and conducted by, or at the direction of, Franklin County Department of Public Safety personnel in charge of the scene, using department approved equipment only.

C. Patient privacy, dissemination of information.

1. All photographs, images, audio, and video recordings during medical responses 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.

2. Photographs, images, audio, and video recordings of medical responses may be released to health care providers in accordance with the laws, regulations, and guidelines pertaining to HIPAA and the dissemination of patient care records.
- D. Video and audio recordings, photographic and electronic images ownership.
1. Any on-scene images, photographs, audio, and video recordings and/or any other images taken by any personnel in the course and scope of their duty are the sole property of the Franklin County Department of Public Safety, and are under the control of the Director of Public Safety. This includes any photographs, images, audio, and video recordings taken inadvertently with a provider's personally owned camera, audio recorder, cell phone camera, or any other digital imaging device.
- E. Use of images/recordings on public media.
1. No images, photographs, audio, and video recordings taken by a provider or employee in the course and scope of their duties may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner except in accordance with the County of Franklin Personnel Policy and Department of Public Safety guidelines. This prohibition includes the posting of any Franklin County Department of Public Safety photographs, images, audio, and video recordings on personal Web sites, other public safety agency Web sites, or e-mailing to friends, relatives or colleagues.
- F. Video and audio recordings, photographic and electronic image storage.
1. All Franklin County Department of Public Safety photographs, images, audio and video recordings will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access.
 2. The Director of Public Safety or designee shall be responsible for storage and control of all images, photographs, audio, and video recordings.
 3. After being downloaded, images, photographs, and recordings on memory cards will be erased.
 4. Law Enforcement personnel shall maintain strict control of all images, photographs, audio, and video recordings used in the prosecution of civil or criminal offenses. Upon completion of legal proceedings, these images, photographs, audio, and video recordings shall be turned over to the Director of Public Safety or designee for proper storage or destruction.
- G. Collection of training photographs, images, audio, and video recordings allowed.
1. Fire and EMS personnel should focus on providing appropriate services and functions while on the scene of an incident. Photographs, images, audio, and visual recordings, used for training purposes should only be taken when the

incident is under control and adequate personnel are on scene to manage the situation.

- H. Helmet camera use.
 - 1. The use of unauthorized helmet cameras is strictly prohibited.
- I. Personal use of department recording equipment.
 - 1. Personal use of department cameras is strictly prohibited.
- J. Violations of policy.
 - 1. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.