



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

To manage photographs and electronic images taken by Russellville Fire Department members in order to assure compliance with HIPAA regulations, maintain professionalism and protect the privacy rights of department personnel, patients, fire victims, and the public that we serve.

It is the responsibility of the uniformed and civilian members of the Russellville Fire Department to know and adhere to this policy.

POLICY

Under no circumstances will members of the Russellville Fire Department 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 responding to or at any incident unless under the direction of a Chief Officer, Fire Marshal, or Deputy Fire Marshal.

All scene photography/video shall be for investigative, documentation, or training purposes only, and shall be conducted by or at the direction of the Chief Officer on the scene, Fire Marshal, or Deputy Fire Marshal using only approved department equipment.

Any on-scene images and any other images taken by a member in the course and scope of their duties are the sole property of the Russellville Fire Department.

No images taken by a member in the course of their duty may be used, printed, copied, scanned, e-mailed, posted, sent via text, shared, reproduced, or distributed in any way. This prohibition includes, but is not limited to, posting on personal web sites, or social media such as Facebook, Instagram, YouTube, etc. Consideration of release of images will be given by the Fire Chief, Division Chief of Professional Standards, and/or the department PI Officer when the images are requested in advance.

The use of unauthorized helmet cameras and personal use of department cameras is strictly prohibited.

Approved

Fire Chief

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