

ENDWELL FIRE DEPARTMENT

Standard Operating Guideline

PHOTOGRAPHER & AUDIO/VIDEO RECORDING POLICY	
Number: 2024-45	Adopted: February 28, 2024

Purpose:

This policy aims to manage photographs, videos, and other electronic images taken by Endwell Fire Department members at emergency scenes.

Scope:

To assure professionalism and the privacy rights of department personnel, patients, fire victims, and the public we serve.

Requirements

1. Must be an "Active" member as described by Fire Company By-Laws.
2. Must have an annual physical.
3. Must complete an in-house orientation course.
4. No photographs or video/audio recording may be taken by any fire department members on any fire department activity (call for service, drill, training, meeting, etc) unless:
 - a. On a District owned device and
 - b. With permission of the Chief or Assistant Chief, which permission shall be documented in a written/electronic format.
5. No photographs or video/audio recordings may be shared, distributed, or otherwise given outside the fire department except through the Chief or his/her/their designee.
6. Any photographs or other audio/video material that are shared via social media must adhere to Endwell Fire District's Social Media Policy.
7. All photographs and audio/video recordings taken shall become the sole property of the Endwell Fire District.
8. District-owned devices shall not be used for personal purposes.
9. No photographs and/or audio/video recordings will be taken if the circumstance would invade the personal privacy of any individual, including when in a state of being unclothed or in locations such as bathrooms, bedrooms, and other changing areas.
10. No photographs and/or video/audio recordings will be made of any individual while inside a residence unless the individual's prior consent is obtained. Any such materials shall be maintained in a confidential manner.
11. Any photographs or audio/video recordings must be related to documenting incidents for use with training and/or for public relations purposes.
12. Any photographs or audio/video recordings taken by a member while on duty (involved in any active function such as calls, drills, etc.) are the sole property of the District and under the immediate control of the Chief or his/her/their designee whether recorded on a District-owned device or a different device.

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13. The taking of photographs or audio/video recordings should not delay the rendering of aid.
14. No photographs or audio/video recordings shall be made public without the prior approval of the Chief or his/her/their designee. This includes being shared in any manner with any non-Endwell firefighter or published via social media or otherwise. Any such publishing shall be in accordance with the Social Media Policy, and care must be taken to remove personal information, such as license plates, name tags, etc., from any such shared material.
15. Conversations involving other individuals shall not be recorded.
16. Any photographs or audio/video recordings shall be preserved in accordance with the Record Retention Policy.

Any digital images taken while on duty and posted on social /digital media that are inappropriate and violate this Policy and/or any department policy or Standard Operating Procedures (SOPs) are subject to disciplinary action, up to termination.