



HEMPFIELD FIRE DEPARTMENT – ADMINISTRATIVE

100.9 – CELL PHONE, CAMERA, & ELECTRONIC COMMUNICATIONS

ISSUED:

January 25, 2021

REVISED:

PURPOSE:

The purpose of this standard operating policy is to manage social media while ensuring the safety and privacy of the responders, patients, and public we serve.

SCOPE:

This standard operating policy shall apply to all Hempfield Fire Department members.

GENERAL:

The Fire Chief and all Hempfield Fire Department Officers are ultimately responsible for ensuring the safety of firefighters in Hempfield Township. Any person deviating from this policy may be required to submit, in writing, an explanation for deviating from this policy to the Township Fire Chief within five days.

PROCEDURE:

1. While driving apparatus, members shall not, under any circumstances, respond to or make a cellular telephone call, access text messaging, email, internet, and/or social media sites on a cellular phone, tablet, blue tooth device, hand held device, or any similar device.
2. No member will be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone or any other digital imaging device while at an incident without the authorization of the incident commander.
3. All incident scene photos/videos shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of the Hempfield Township Fire Chief or the incident commander of the scene, using approved equipment.
4. Each fire Station will maintain a list of approved fire photographers and the equipment authorized for their use.

5. All photos/videos 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. This information includes, but is not limited to: vehicle license plates, vehicle logos, identifiable markings or patient faces.
6. No images taken by a member in the course and scope of their duties may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced, or distributed in any manner without the approval of the Fire Chief. This prohibition includes the posting of any Hempfield Fire Department photos and/or videos on personal sites such as, but not limited to: Facebook, YouTube, other public safety agency websites, or through the use of e-mail.
7. The use of personal helmet video cameras is prohibited.
8. The Hempfield Fire Department fire investigator is authorized to document any and all incidents as required. The fire investigator can utilize such photos/videos and any related equipment as necessary in the course and scope of his/her duties.