

West Sand Lake Fire District No. 1

Electronic Devices and Photography Guidelines

Applicability: All Employees and Volunteers

In order to preserve the confidentiality and privacy of all community residents, patients and patient records, the West Sand Lake Fire District No. 1 has instituted the following guidelines:

All Response Section:

- At no time during a response may any volunteer utilize personal cell phone photographic equipment or other electronic device, with the following exceptions; the Chiefs or Officer in Charge for purposes of managing the alarm, future training and investigation; for personal safety issues or with permission from the Officer in Charge.
- "Photographic equipment" shall be defined to include any audio or video recording device, including but not limited to a camera, video recorder, or phone with a camera function or video recorder function.
- The West Sand Lake Fire District grants permission to the Fire Department's photographer or designee to take photographs at an emergency scene. The photos must be reviewed by the Chief before being "released" in any way.

EMS Response Section:

- No photography of any type shall be permitted while at a scene to which the Fire District personnel was requested, for the purpose of providing emergency response or patient care, except as required for such response or patient care and then only on an approved camera. No photographs taken shall be distributed or made public outside of Fire District except to the hospital, law enforcement or upon a proper request of a court of law or subpoena. All photographs shall be destroyed as soon as it is determined that the photograph is not necessary for patient care or as a record of patient injuries, except as restrained by court order.
- No photographs of a patient are permitted.

- No individual may use any photographic equipment, other than equipment belonging to the West Sand Lake Fire District and or approved by the fire district for use of patient care.

Approved: March 5, 2012