

2008.01	Camera Use Policy	
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This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: Procedures Manuel No. 2008-002, Hawaii County Social Media Policy; Hawaii County Mobile Device Policy; Replaces HFD Camera Use Policy 2013-023.

Applicable HI Statutes:

- I. **PURPOSE:** The purpose of this policy is to establish guidelines governing the use of cameras and other photography equipment at the scene of an incident.
- II. **SCOPE:** This policy shall apply to all Hawai'i Fire Department (HFD) personnel.
- III. **POLICY:**
 - A. The use of any photography equipment at an incident scene shall be conducted only at the authorization and direction the Fire Medical Specialist or other HFD officer at scene.
 - B. Personnel are permitted to use photography equipment issued by the HFD only. The use of any personal devices, such as cameras or cell phones, to take pictures at the scene of an incident is strictly prohibited.
 - C. All scene photography shall be for clinical documentation only.
 - D. All photographs and images containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and other such documentation.
 - E. Images with identifying information, such as names, addresses, or vehicle license plate numbers, should be avoided unless necessary for official purposes.
 - F. Any on-scene images, or other images, taken by an employee in the course and scope of his or her employment are the sole property of the HFD. Such images shall not be used, printed, copied, scanned, e-mailed, or otherwise transmitted in any manner without the expressed approval of the Fire Chief.
 - G. Digital images shall be provided to Emergency Department Staff for Review ASAP.
 - H. Digital images shall be attached electronically to Patient Care Report (PCR) for permanent storage.
 - I. Once images are attached to the PCR they shall be deleted from the device.

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