

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Administration- Photography</i>	SOG #100-011
		Initiated: September 2023
Approved: Chief Christopher J. Reynolds	Revised: N/A	

Description: This process provides the guidelines for managing photographs and electronic images taken by LPEMS Members and Approved Ride-a-long personnel.

Purpose: It is the intention of LPEMS to assure professionalism and the privacy rights of all our personnel, patients, and the public that we serve. It is further this organization's intention to educate and inform members about the proper purposes for which photography may be used, and to set forth the criteria and grounds for which members may be disciplined for improper use of photography.

Procedure:

1. Under no circumstances will LPEMS personnel 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 during any emergency medical incident.
 - a. Exceptions for constitutionally protected public spaces that do not violate patient privacy rights, or delay patient care are exempt.
2. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of LPEMS personnel in charge of the scene, using approved department equipment.
 - a. Approved Department Equipment
 - i. LPEMS Tablet
 - ii. LPEMS Issued Cellular Phone
 - iii. LPEMS Drive Camera.
3. All photographs 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.
4. No images taken by a member in the course and scope of their liberally defined "duties" may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced, or distributed in any manner. This prohibition includes the posting of any LPEMS photographs on personal Web sites such as, but not restricted to, Facebook, Snapchat, Myspace, Twitter, YouTube, other public safety agency websites, or e-mailed to friends, relatives, or colleagues.
5. Considerations for posting will be given by the Chief or Director when images are provided in advance of any posting.
6. The use of body or helmet cameras is strictly prohibited.
7. Personal use of department cameras is strictly prohibited.
8. Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.