Bath Township Fire Department			Standard Operating Guideline	
Section Misc	**Referral No.** Misc-02	**Subject:** Cell Phones/Digital Camera Use	**Date Issued** 10/13	**Date Revised**

Purpose:

- To provide guidelines for appropriate usage of cell phones during work hours.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Personnel
  - All personnel shall ensure phones are kept on "Vibrate", or "Silent"
  - All personnel will be expected to utilize their phones to the standards within this document.

Guidelines:

Personal Cell Phones:

- Personal cell phones are NOT required by Bath Twp. Fire Department; therefore, members should not expect reimbursement for use.
- Bath Twp. Fire Department is not responsible for costs associated with damage to or use of personal cell phones.
- Though Bath Twp. Fire Department allows its members to bring their personal cell phones to work personal conversations should be kept to a minimum. Frequent or lengthy personal calls can affect productivity, disturb others, and can result in disciplinary action.

Cellular Telephone Use:

- Cellular telephones are permitted to be carried while on duty, but must be placed on vibrate or silent mode; allowing for voice mail to answer calls. Messages may be checked on "down time" when not actively involved in a call or about to perform or in the process of performing work duties. All phones should be silenced during business meetings, seminars, conferences, ceremonies, trainings, and emergency scenes.
- Cell phones should be carried in a safe area on the person that does not interfere with the physical requirements of the job, will not fall off, or cause others to be distracted by the presence or appearance of the device. If carried by members into hazardous (IDLH) environments, all cell phones must be "intrinsically safe" consistent with the national standards for portable electronic equipment (such as portable radios).
- Cell Phones use must never be cause for delay in responding to a call or beginning an assignment, and should never be used while in the course of patient care except to contact Medical Control if unable to via radio.

- While operating on an incident scene or attending to a patient, members shall not, under any circumstances, respond to (or take) a personal cellular telephone, send text messages, or check electronic mail on PDA's or other such devices.
- While on duty, members are prohibited from using language that is obscene, discriminatory, sexually suggestive, intimidating, misleading, defamatory, and otherwise offensive (e.g. jokes, disparaging remarks, and inappropriate comments related to ethnicity, race, color, religion, sex, age, disability, or sexual orientation are prohibited).
- On duty use of cell phones to send text messages or electronic mail are expected to comply with department rules and policies including sexual harassment, discrimination, ethics, and code of conduct, confidentiality, and workplace violence.
- Members are prohibited from accessing any pornographic material while on duty or while on Twp. Property.
- Members are prohibited from using hand-held cell phones while driving Twp. Vehicles..

Camera Use:

- Members shall not be permitted to use cameras or other picture, video, or image generating devices – including cell phone cameras – while on duty without prior authorization from the officer-in-charge or incident commander. Exceptions are accident investigations, fire inspections/investigations, and trainings.
- All on-scene photography shall be for documentation or investigation purposes only and conducted only at the direction or authorization of the officer-in-charge or incident commander.
- Any photographs containing individually identifiable information are covered by the HIPPA privacy rule and must be protected in the same manner as patient care reports and other such documentation. Any breaches to camera use involving a patient or any HIPAA related material must be directed to the BTFD Privacy Officer.
- Any images taken by a member while on duty are solely the property of BTFD and not the property of the individual member. This includes any image inadvertently taken with a member's personally owned cell phone camera or other digital imaging device.
- No images or videos taken by a member while on duty may be used, printed, copied, scanned, e-mailed, posted, shared or distributed in any manner without the approval of the Fire Chief.
    - Example: This prohibition includes posting photos or videos on web sites, such as Face Book, YouTube, or MySpace, or on other public safety agency web sites, or e-mailing to friends, colleagues or others in the Fire/EMS industry.
- Members may not take or use images or videos to harass, embarrass, or annoy others. All department policies-including the department's policies on harassment, discrimination, and professional conduct-apply to images or videos taken.