



MUKWONAGO FIRE DEPARTMENT  
OPERATING PROCEDURES

Image Recording		Approved by: Chief Jeffrey R. Stien	
POL #10	Draft Date: 2/01/10	Revision Date: 2/1/12, 4/23/15	Effective Date: 4/23/15

**PURPOSE:** The purpose of this policy is to comply with Wisconsin State Statute 175.22 and to protect the individual privacy of Mukwonago Fire Department members and authorized visitors.

**SCOPE:** This policy is to be followed by all officers and members of the Mukwonago Fire Department. Authority to deviate from this policy rests with the officer in charge who will be responsible for the results of any deviation.

A. Definitions

1. "Recording device(s)" shall include but not be limited to the following:
  - a. Cameras (digital and/or film)
  - b. Cellular camera telephones
  - c. Video/digital recorders
  - d. Computer webcams
  - e. Any other device that may be used to record, capture, or transfer images

B. Fire Department Premises

1. Members of the Mukwonago Fire Department and authorized visitors are strictly prohibited from recording the structure or contents of a designated locker room, dorm room or similar location.
2. At no time will any recording device include images of nude or partially nude individuals.

C. On Scene of Emergency Incidents

1. Photography or image recording on scene of emergency incidents may be done:
  - a. to show mechanism of injury
  - b. to show patient care procedures (without identifiable features)
  - c. to determine fire cause
  - d. for reference/preplans
  - e. for training purposes
2. Photography or image recording shall be done by Mukwonago Fire Department equipment unless approved by the Chief of Department or his/her designee.
3. An individual identified as a Mukwonago Fire Department photographer shall display identification prior to admittance on emergency scenes. Identification shall remain visible for the duration of the incident.
4. Imaging shall not display anything specifically identifiable to victims. Such items may include:
  - a. License plates of motor vehicles
  - b. Graphics/lettering on motor vehicles/buildings
  - c. Addresses
  - d. Victim faces
  - e. Identifiable clothing items (names, graphics, etc.)
5. Recorded images associated with emergency incidents may not be posted on member's personal web pages (i.e. My Space, Facebook, etc.) or any other web page. This includes passing around images by members taken by citizens outside of the Department.
6. Recorded images may be posted on the Mukwonago Fire Department web page so long as they do not expose identifying features.

7. Releasing of recorded images is subject to the HIPAA Law.
8. Dash cameras will be provided in the Command vehicles for incident documentation.

D. Training

1. When not engaged in firefighting/training activities, imaging with personal recording devices is permitted.
2. Permission for obtaining imaging shall be obtained prior to the training evolution by the Chief of Department or his/her designee.
3. Recorded images may not be posted on member's personal web pages (i.e. My Space, Facebook, etc.) or any other web page without specific written permission by the Chief of Department.