



Dothan Fire Department POLICY	
Policy Name:	Cellular Telephone and Camera Use
Policy Number:	13
Standard:	TBD
Implementation Date:	July 17, 2017
Date of Last Revision:	April 20, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

I. PURPOSE

To provide guidance and direction to personnel with respect to cell phone and camera use to prevent distractions in the workplace, maintain professional conduct, and to help ensure the safety and privacy of all personnel and the citizens/customers that we serve.

II. POLICY

1. Cellular phones, to include personal cell phones, (iPhone, Android, etc.), and other forms of telephones/texting devices, shall not be used while on assignment unless approved by one's supervisor and the call is directly related to the assignment. Members can use any telephone for the purpose of conducting Dothan Fire Department business (except when driving an apparatus with more than one member assigned).
2. It is best to avoid answering and receiving telephone calls while driving if possible. Waiting until the vehicle is not in motion is achieving Best Safety Practices! In these uncommon situations, only hands-free calling is allowed if the driver's communication device is hands-free capable
Personal use of cell phones – whether personal or department issued – is only permitted during times when work responsibilities are not being performed. Texting and Driving is prohibited by State Law!
3. Personal cellular telephones are permitted to be carried while on duty but must be placed in silent mode to allow voice mail to answer the call. Messages may be checked during "downtime" when not actively involved at an incident, when not in a classroom environment, or when not actively involved in routine station maintenance or other work duties.
4. All personal cellular phones shall be carried in a safe and concealed 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.
5. Personal telephone calls must never be cause for delay in responding to a patient or beginning an assignment and should never be used while completing an assignment. Performing your work while using a personal cell phone is prohibited. Your work and your co-workers deserve your full attention.
6. Personnel shall not make or receive personal telephone calls or texts between the dispatch phase of a call (unit leaving station) and the time that the call is completed,

- and the unit is placed in service. This would include time in the emergency room at hospitals where patients are delivered. Full attention is required in the performance of emergency functions and coordination with co-workers.
7. All department issued devices are intended to be used for incident documentation, accident or fire scene investigation, and medical responses such as documenting mechanism of injury for use by the receiving medical facility to assist in guiding treatment. **All messages generated on any City Electronic Devices are considered “Public Record” and are available to individual citizens and the media upon request!**
 8. Use of personal cameras – whether cell phone cameras, digital/film cameras, video, or cameras contained on any personal devices – while on an emergency or non-emergency assignment/response while working for Dothan Fire Department is strictly prohibited! The Fire Department has designated cameras on apparatus and cameras assigned to specific personnel to achieve on-scene photography.
 9. All on-scene photography shall be for clinical and/or documentation purposes only and conducted only at the direction of, and permission from, the Incident Commander at the scene.
 10. All photographs containing any Protective Health Information (PHI) or Individually Identifiable Health Information (IIHI) as described in the HIPAA Privacy Rule must be protected in the same manner as patient care reports and other such documentation.
 11. Any on-scene images or other images taken by an employee in the course and scope of their employment are solely the property of the City of Dothan Fire Department and not the property of the member. This would include images taken by cameras or other equipment not being the property of the City of Dothan or Dothan Fire Department.
 12. No images taken by an employee in the course and scope of their duties may be used, printed, copied, scanned, e-mailed, posted, or distributed in any manner without the express approval of the City of Dothan Fire Chief or his designee. **This does not mean that members cannot use pictures that are of good taste and that promote goodwill among our members and our Department. The Fire Chief encourages members to take pictures while at and around the station and when attending sanctioned DFD events that shows our Department’s camaraderie, brotherhood/sisterhood, and pride.**
 13. **No pictures can be taken during a response, except for official use! All messages generated on any City Electronic Devices are considered “Public Record” and are available to individual citizens and the media upon request!**

III. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 20th day of April, 2021.

(Signature On File)

Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT