



WARREN COUNTY FIRE ACADEMY



Photography & Video

SUBJECT: Photography & Video

ISSUE DATE:	09142021	PART:	AP
REVISION DATE:	N/A	CHAPTER:	16
EFFECTIVE DATE:	IMMEDIATELY	REVISION #:	N/A
REVIEWED:		NEXT REVIEW:	01012025

Section 1: **PURPOSE**

- 1.1 This policy sets forth the parameters for the usage of photography and video for Academy staff and Academy attendees.
- 1.2 The policy shall also govern the use of photography and video as it relates to your role as a member or attendee, to outline the acceptable use of photography and video, whether or not the property of the Academy and to set forth the guidelines for prohibited and permissible content when utilizing social media forums.
- 1.3 The policy is established to protect the Academy's members and attendees, confidential and proprietary information and reputation/image of the Academy and its participating agencies.

Section 2: **DEFINITIONS**

- 2.1 Social Media: any internet or mobile digital technology and systems used to share and/or receive information or conversation. This policy is intended to cover public social media (as opposed to Academy media such as a J&B Learning).

Section 3: **PHOTOGRAPHY / VIDEO**

- 3.1 Photography / Video of any operations at the Academy is prohibited without the consent of the Academy Coordinator or a Deputy Coordinator in his absence.
 - 3.1.1 Photography / Video of any operations at the Academy shall not be posted on social media without the consent of the Academy Coordinator.
- 3.2 Academy staff members may take photography / video for the purposes of documentation and in-house evaluation and training only.
- 3.3 The Academy Coordinator may assign a staff member to take photography / video for the purpose of posting the media to social media.



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3.3.1 Prior to any photography / video being posted to social media the content shall be reviewed and approved by the Academy Coordinator.

Section 6: **REPEALER**

- 6.1 Any order, policy or directive of a previous administration on this subject matter and in conflict with it is hereby repealed.
- 6.2 Should another order, policy or directive of this administration appear to conflict with this general order it shall be brought to the attention of the Academy Coordinator who shall make the determination and issue amending orders, if needed.
- 6.3 This policy is not in conflict with similar policies set forth by the County of Warren, Warren County Department of Public Safety, or the Warren County Community College.