


**LOS ANGELES FIRE DEPARTMENT**

**RALPH M. TERRAZAS**  
FIRE CHIEF

November 1, 2016

BOARD OF FIRE COMMISSIONERS  
FILE NO. 16-124

TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: LAFD VOLUNTEER PHOTOGRAPHER PROGRAM

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

### SUMMARY

The Department would like to establish a new program titled the "Volunteer Photographer Program." This program would replace the existing Fire Line Pass Program, which was established pursuant to LAMC Section 57.01.37 (now LAMC Section 57.104.19) and Board of Fire Commissioners (Board) Resolution No. 732.

### RECOMMENDATIONS

That the Board:

1. Approve the creation of a new program titled the "Volunteer Photographer Program," as described herein and in the proposed Manual (Attachment A).
2. Rescind Board Resolution No. 732 (Attachment B).

### FISCAL IMPACT

None.

### DISCUSSION

On Sept. 20, 1984, the Board of Fire Commissioners issued Resolution No. 732, which established the Fire Line Pass Program (FLPP) pursuant to LAMC Section 57.01.37, now Section 57.104.19. The FLPP provides for the issuance of passes that allow holders certain access. The FLPP has twice been revised to update security procedures and standardize the protocol relating to how the Community Liaison Office (CLO) issues passes on behalf of the Board. The FLPP was not originally intended, nor is it currently operated as a media accreditation pass program. Media access to fire and EMS incidents is governed under California Penal Code Section 409.5(c) and the Department does not issue media accreditation passes.

The proposed Volunteer Photographer Program (VPP) would establish more detailed procedures for selecting and maintaining a cadre of Volunteer Photographers for the Department. The manual for the program (attached) would lay out specific

qualifications and training requirements. The manual would also provide detailed procedures for the Volunteer Photographers to follow at events they attend in connection with the program, and in documenting their attendance and providing their photographs and videos to the Department.

The VPP would provide more robust procedures that would allow the Department to increase its ties to the community and work with skilled photographers, at the same time enabling the Department to take full advantage of social media in communicating with the public about its mission and work. The VPP is designed to provide the Department with a cadre of Volunteer Photographers to take pictures and/or video at previously scheduled, non-emergency events.

## **CONCLUSION**

The LAFD Volunteer Photographer Program is an excellent opportunity for the Department to build collaborative relationships with community members who have demonstrated an active and constructive interest in the Department's goals, programs and operations. The Program would be mutually beneficial to the Department and the diverse communities we serve.

Board report prepared by Peter Sanders, Public Information Director, Community Liaison Office.

Attachments

# **LOS ANGELES FIRE DEPARTMENT**

The seal of the Los Angeles Fire Department is a circular emblem. It features a central shield with a red and white fire engine. Above the shield is a yellow eagle with its wings spread. The shield is flanked by two yellow lions. The entire emblem is set against a red background. The words "LOS ANGELES FIRE DEPARTMENT" are written in a circular border around the emblem, and "FOUNDED 1886" is written at the bottom.

## **VOLUNTEER PHOTOGRAPHY PROGRAM**

## **POLICIES AND MANUAL**

# **LOS ANGELES FIRE DEPARTMENT**

## **VOLUNTEER PHOTOGRAPHER PROGRAM**

### **POLICY STATEMENT**

#### ***PURPOSE AND GUIDELINES***

**A Volunteer Photographer is an individual who voluntarily documents scheduled events for the Los Angeles Fire Department by taking still photographs, digital images or video footage.**

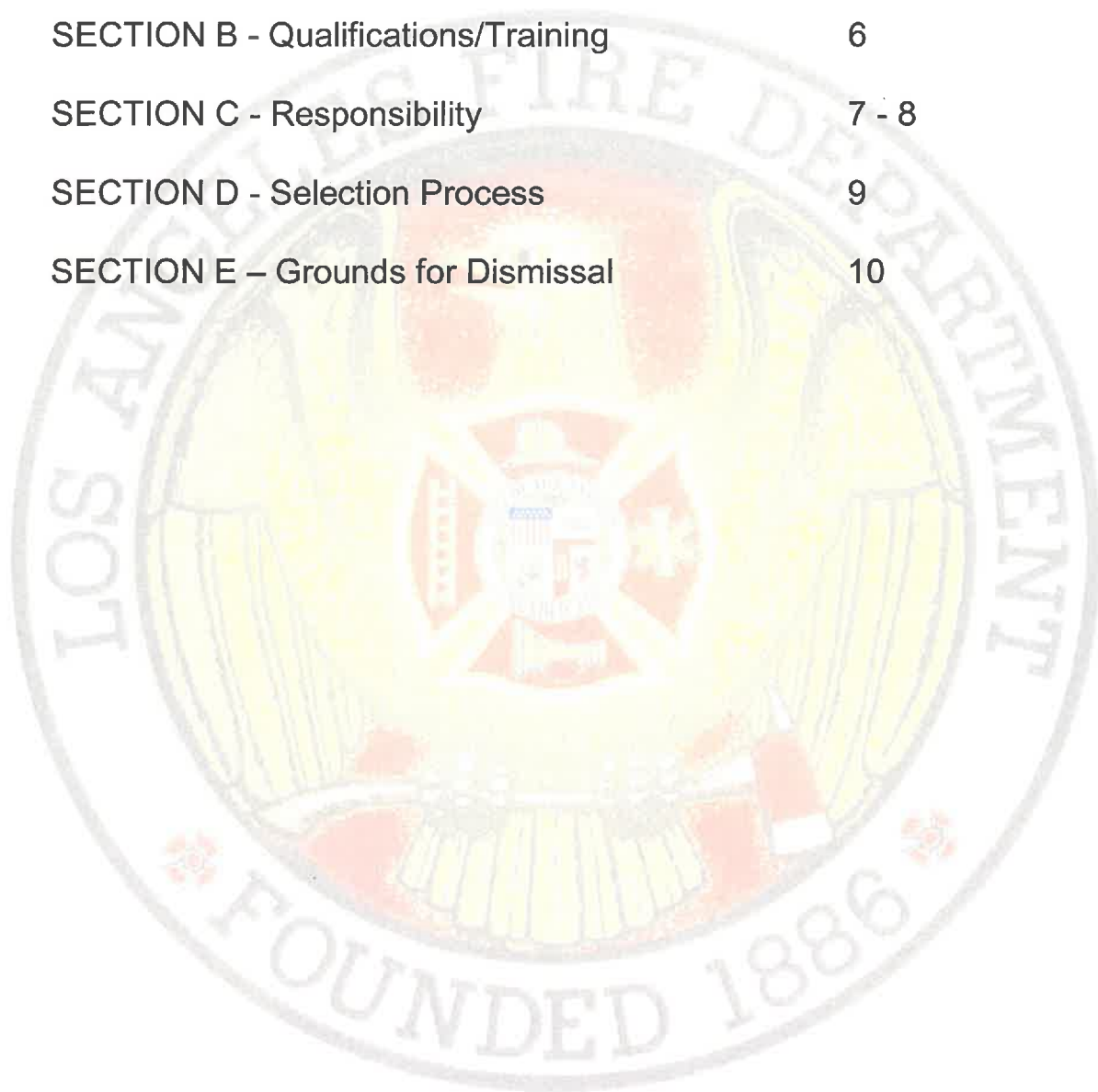
#### **PURPOSE**

**The purpose of the Volunteer Photographer Program is to augment the capabilities of the Fire Department's existing output of photographs and videos while building a cadre of experienced photographers to take photographs and/or video footage at previously scheduled, non-emergency Department events.**

**Volunteer Photographers' photographs and video footage will be used to enhance Fire Department training and public information materials, provide resource information for photographic cataloging and documentation, and for other purposes as needed by the Fire Department.**

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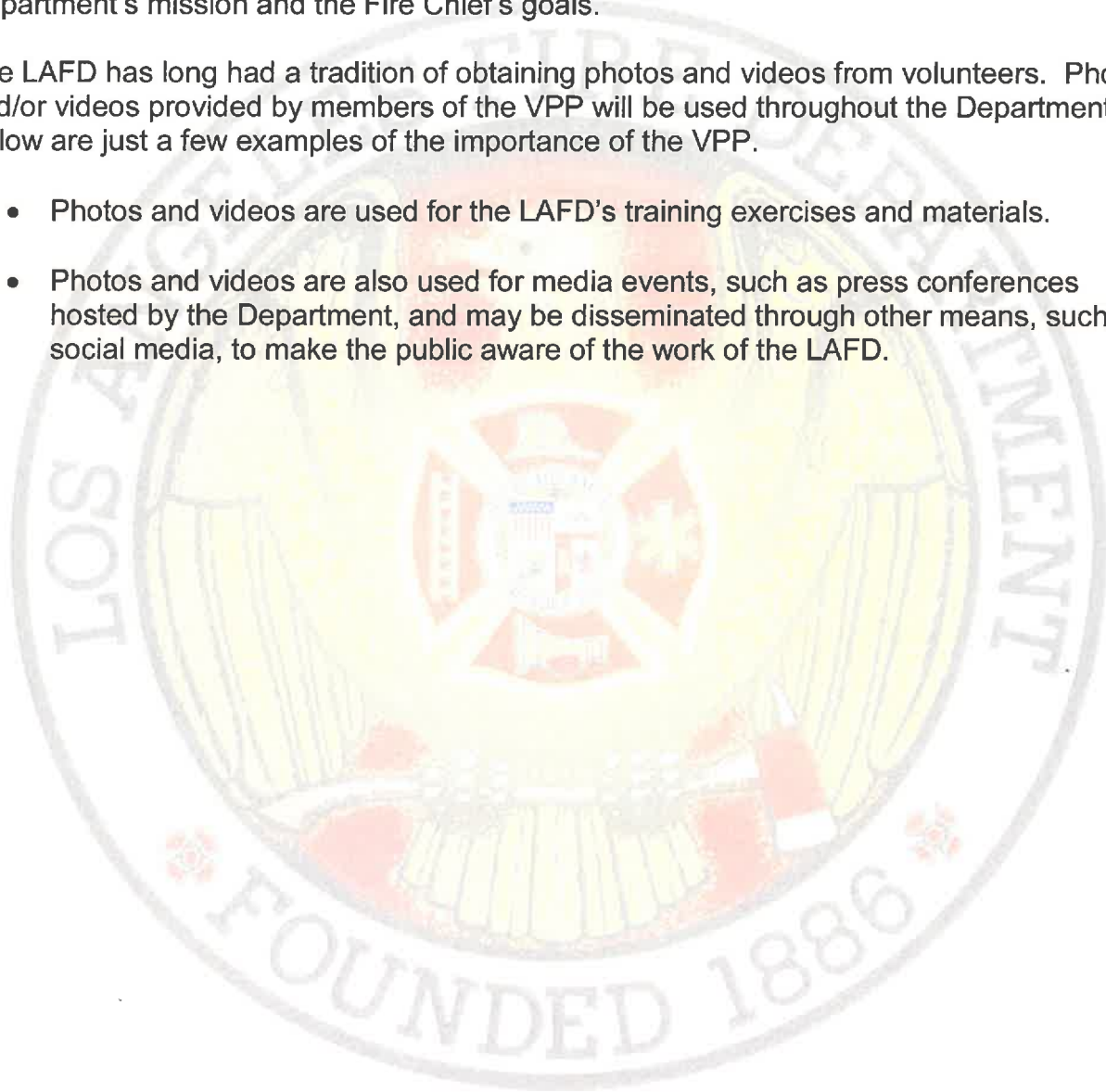
## INTRODUCTION

### VOLUNTEER PHOTOGRAPHER PROGRAM

Members of the Volunteer Photographer Program (VPP) provide valuable services to the Los Angeles Fire Department (LAFD or Department) and volunteer in conjunction with the Department's mission and the Fire Chief's goals.

The LAFD has long had a tradition of obtaining photos and videos from volunteers. Photos and/or videos provided by members of the VPP will be used throughout the Department. Below are just a few examples of the importance of the VPP.

- Photos and videos are used for the LAFD's training exercises and materials.
- Photos and videos are also used for media events, such as press conferences hosted by the Department, and may be disseminated through other means, such as social media, to make the public aware of the work of the LAFD.



## SECTION A

### OVERVIEW

#### A. OVERVIEW

- i. Volunteer Photographers (VPs) will be registered in the program. There will be a limit of fifty (50) participants in the program.
- ii. An individual's acceptance into the VPP and continued participation in the program is in the discretion of the Community Liaison Office (CLO). A VP's participation in the program can be discontinued at any time, with or without cause.
- iii. VPs will use and be responsible for their own equipment, supplies and materials, unless otherwise provided by the Department on a per use basis.
- iv. VPs will be responsible for their own transportation to events.
- v. After photographing four (4) events, VPs will have the opportunity to participate in one (1) ride along. Each additional four (4) photographed events will entitle the VP to one (1) additional ride along.
- vi. Violation of any of the terms laid out in this handbook may be grounds for dismissal from the Program.

## **SECTION B**

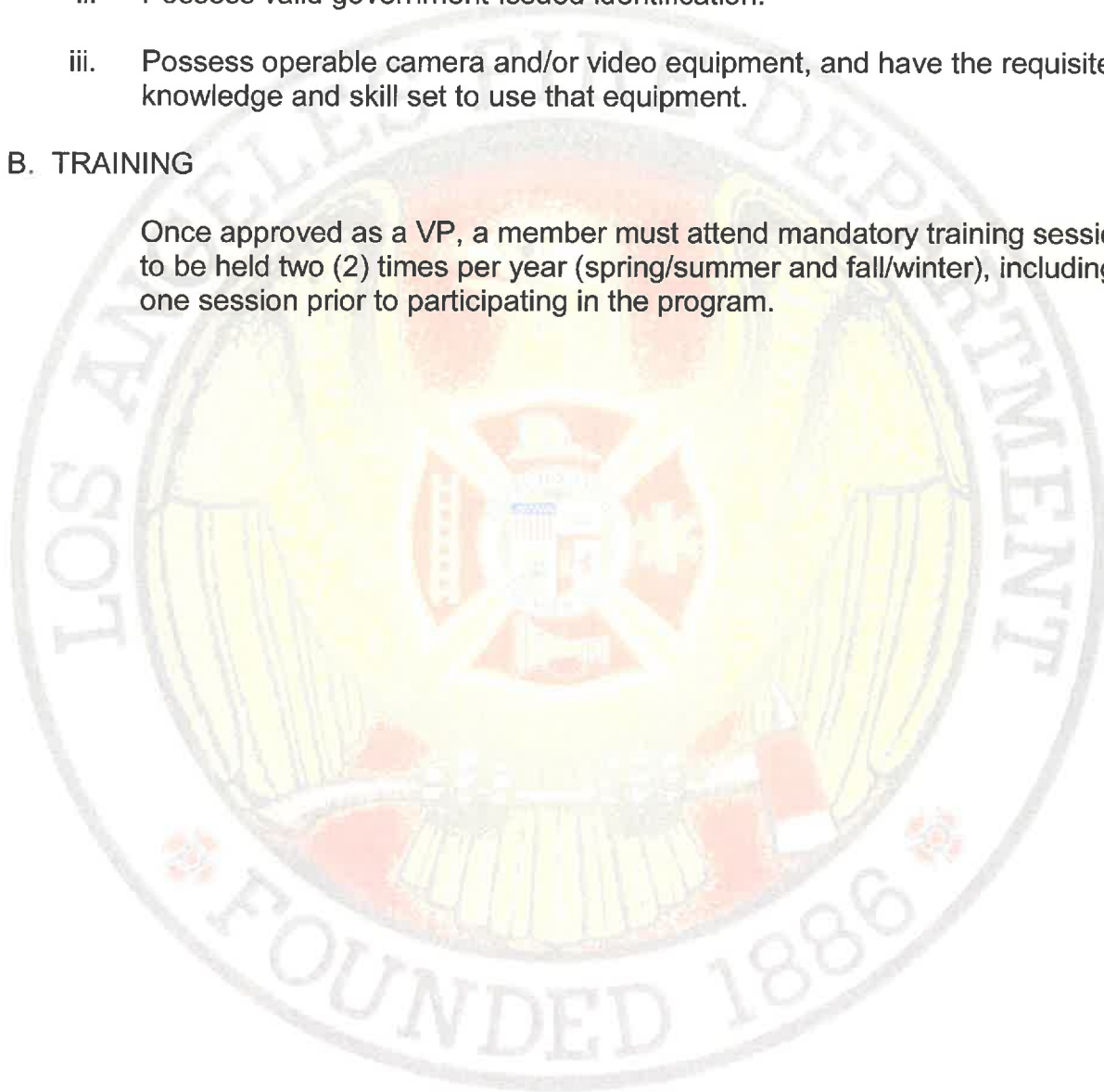
### **QUALIFICATIONS AND TRAINING**

#### **A. QUALIFICATIONS**

- i. Be at least 18 years old.
- ii. Possess valid government-issued identification.
- iii. Possess operable camera and/or video equipment, and have the requisite knowledge and skill set to use that equipment.

#### **B. TRAINING**

Once approved as a VP, a member must attend mandatory training sessions to be held two (2) times per year (spring/summer and fall/winter), including one session prior to participating in the program.



## SECTION C

### RESPONSIBILITY

#### A. Fire Department

- i. Inform VPs of upcoming events and request a certain number of VPs to sign up to take photographs or video footage at the events.
- ii. Provide the following materials needed to function as a VP once an individual is accepted into the program:
  - a. an ID card, which will be non-transferable and re-issued each year; and
  - b. an LAFD Volunteer Photographer baseball hat.

#### B. Volunteer Photographers

- i. VPs will not be compensated for their activities in connection with the program or in exchange for any photographs or video footage.
- ii. VPs must wear their Department-issued ID cards so that they are clearly visible when attending an event in connection with the program. Improper use of the ID card to gain entry to restricted areas will result in dismissal from the program.
- iii. VPs should report to the CLO or its designee upon arrival at an event, and check out with the CLO or designee upon departure.
- iv. A VP will not attend an event in his or her capacity as a VP if he or she has not signed up for the event or is informed that the desired number of VPs have already signed up for the event.
- v. VPs will document their attendance at all events by submitting Event Reports to the CLO no later than 24 hours after the conclusion of an event, unless otherwise agreed upon.
- vi. VPs will provide copies of up to 20 photographs, digital images, and/or video footage taken at an event no later than twenty-four (24) hours after the conclusion of the event, unless otherwise agreed upon, by emailing them to **lafdphto@gmail.com** with the subject line "VP – [Event]".
- vii. VPs will wait twenty-four (24) hours after providing copies of all photographs, digital images, and/or video footage to the Department before disseminating

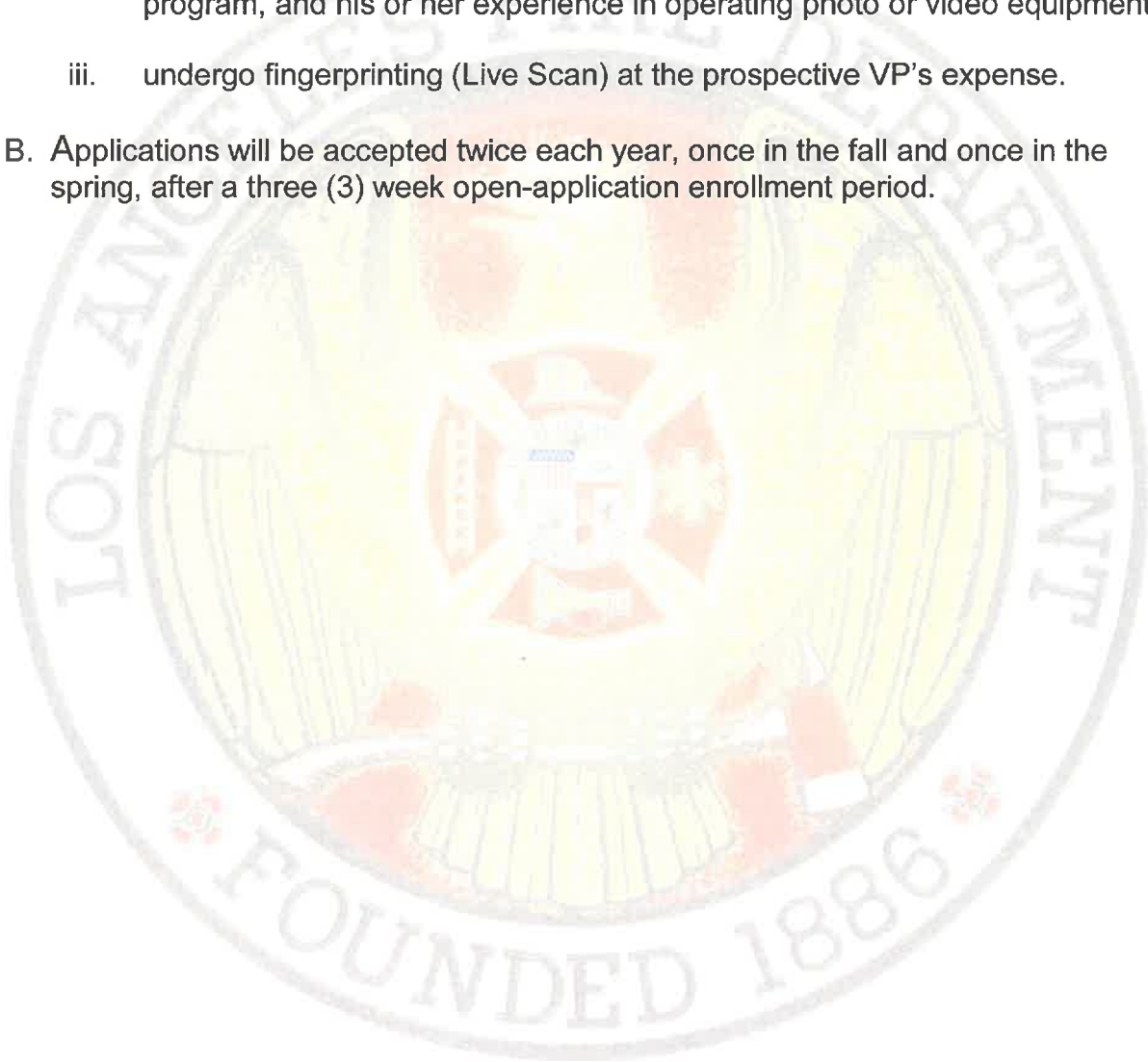
or sharing any such photographs, digital images, or video footage on social media or otherwise. VPs may never sell any photographs, digital images, or video footage taken in connection with their participation in the program.

- viii. VPs shall notify the CLO in case of name, mailing address, telephone number, or email address changes.
- ix. VPs MUST shoot a minimum number of three (3) events per year to remain active members of the program.
- x. VPs must have shot at least four (4) events per year before being eligible to participate in a ride-along. Restrictions on ride-alongs include the following:
  - a. fire station ride-alongs will be offered for periods of up to 12 hours per shift;
  - b. a ride-along can take place at any LAFD fire station, except Fire Station 51 (LAX), Fire Station 80 (LAX), and Fire Station 114 (LAFD Air Ops);
  - c. all ride alongs will be coordinated by the CLO and be offered only to members in good standing of the VPP;
  - d. VPs must sign the LAFD ride-along waiver upon arrival at the Fire Station and abide by the terms of the waiver and all HIPAA regulations regarding photography and videography during the ride along; and
  - e. VPs should share at least five photographs taken on the ride-along with the Department by emailing them to [lafdphoto@gmail.com](mailto:lafdphoto@gmail.com) with the subject line "VP – Ride Along."

## **SECTION D**

### **SELECTION PROCESS**

- A. The CLO has discretion in determining whether to accept an individual into the program. The selection process may include the following steps:
- i. complete and submit all required paperwork and forms to the CLO;
  - ii. undergo an interview with the CLO to determine the candidates' understanding of the requirements to be a VP, availability to participate in the program, and his or her experience in operating photo or video equipment;
  - iii. undergo fingerprinting (Live Scan) at the prospective VP's expense.
- B. Applications will be accepted twice each year, once in the fall and once in the spring, after a three (3) week open-application enrollment period.



## **SECTION E**

### **DISMISSAL FROM THE PROGRAM**

Each member of the program is subject to all of the policies described above.

A VP's continued participation in the program is at the will and discretion of the CLO. A VP must surrender his or her VPP ID card and hat immediately at the request of the CLO.



BOARD OF FIRE COMMISSIONERS  
RESOLUTION NO. 732

FIRE LINE PASSES

Section 57.01.37 of the Los Angeles Fire Code provides the Board of Fire Commissioners with the authority to issue passes which entitle the holders thereof to pass by barriers established at the scene of emergencies which are under the control of Fire Department Officers. The Board of Fire Commissioners hereby establishes a Fire Line Pass Program within which the methods and requirements of application, issuance and control of such passes are defined.

Fire Line Passes are issued by the Board of Fire Commissioners for the following purposes:

1. To recognize and identify Fire Line Pass holders as members of the Los Angeles community who have demonstrated an active and constructive interest toward the Department's aims, programs and operations.
2. To provide Fire Line Pass holders a first-hand opportunity to observe and learn of the Department's emergency operations and programs.
3. To provide Fire and Police personnel at the scene of ongoing incidents with an official means of identifying Fire Line Pass holders as members of the community who merit the Department's recognition and cooperation.

Categories of Fire Line Passes:

There shall be three categories of Fire Line Passes as described below:

1. One-Year Fire Line Pass -

The initial Fire Line Pass issued to a person shall have a duration of one year from date of issuance.

2. Four-Year Fire Line Pass -

Upon expiration of the one-year Fire Line Pass, each person may apply for a four-year Fire Line Pass. In order to receive a four-year Fire Line Pass, an individual must have demonstrated a definitive and active interest in the Department's goals, programs and activities.

3. Lifetime Fire Line Pass -

A. A lifetime Fire Line Pass may be issued in cases of unusual and distinguished merit. In order to receive a lifetime Fire Line Pass, an individual must have actively demonstrated a high level of interest and involvement toward the Department's goals, programs and activities. A person must have been a Fire Line Pass holder for at least four years prior to being issued a lifetime Fire Line Pass.

B. In recognition of the dedicated civic services performed by all Fire Commissioners during their term of office, a lifetime Fire Line Pass will be issued to all Fire Commissioners upon leaving the Board of Fire Commissioners.

#### Application Procedures

1. Persons interested in becoming Fire Line Pass holders must submit a written request to the Fire Commission Office for a Fire Line Pass application form. The application must be filed with the Fire Commission Office for processing.
2. Each applicant must agree to an appropriate background investigation by the Department and an interview with a Fire Department Committee. The Fire Department Committee shall consist of three Chief Officers as designated by the Chief Engineer and General Manager. The Committee of Chief Officers shall consider the applicant's background, personal qualities and possible contributions to the goals and needs of the Department. The Committee shall indicate on an individual's application form whether it recommends approval or disapproval of the Fire Line Pass application.
3. Applicant must agree to voluntarily forfeit his/her Fire Line Pass in the event that the Department, with the approval of the Board, serves a written request for revocation of the Fire Line Pass on the Fire Line Pass holder.
4. Should the Fire Commission disapprove of an application for a Fire Line Pass, a written statement of such decision shall be forwarded to the applicant.
5. All Fire Line Passes will be issued by the Fire Commission, and all files shall be maintained at the Fire Commission Office.

#### Conditions of Issuance

No person shall be issued a new Fire Line Pass without having conformed to the application procedures as described herein.

Replacement of lost passes shall not be made until a report stating the date and circumstances of loss have been filed with the Fire Commission Office. Replacement of worn or mutilated passes shall not be made until such passes have been turned in to the Fire Commission Office.

The Fire Commission retains the authority to revoke, recall and demand forfeiture of Fire Line Passes both individually and collectively at any time the Commission determines such action to be in the best interests of the Department.

Fire Line Pass holders shall acquaint themselves with the requirements of the Los Angeles City Charter Sections 131 and 132 and be aware that possession of a Fire Line Pass does not relieve Fire Line Pass holders of the responsibility to avoid interference with operations at the scene of emergencies.

Adopted this 20th day of September, 1984

BOARD OF FIRE COMMISSIONERS

*Ernest Shell*

Ernest Shell, President

Attest:

*Eva Whitelock*  
Eva Whitelock, Secretary