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OAC: _____
COA: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 3/17

Last Reviewed: 3/14

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12C.12

SUBJECT: Camera Cell Phone Usage

Approved by: Executive Council

Effective Date: Jun 21, 2004

Date(s) of Revision: Mar 10, 2014

Responsible for Implementation: All Staff

Procedures:

Administrative Policy

In order to protect the privacy and dignity of all Franklin County Children Services employees and clients, the use of the camera function on cell phones is prohibited on all agency property and during all client contacts. (This does not affect the family visitation policy.)

Agency property covered by this policy includes all agency-owned or agency-leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways. Agency property also includes all agency-owned or leased vehicles as well as any other vehicles, regardless of ownership, that are located on agency property or in use for the conduct of agency business including, but not limited to, the transport of agency clients, employees, or property.

Agency work areas include all Children Services offices and program locations, and any location where employees conduct business as representatives of Franklin County Children Services.

The only exception for cell phone camera use would be by members of the Communications Division or for use in agency-sponsored, promotional and community awareness events and publications.

[Click here to view the Investigatory Photography policy.](#)