



Procedure No:	P5-345-077	Page No:	1 of 3
Department:	Community Services	Date:	June 30 2008
Branch:	Recreation & Culture	Approved By Director:	
Subject:	Risk Management	Approved By Commissioner:	
Title:	Photography in City Recreation Facilities		

Purpose

To provide Recreation and Culture Services staff with a consistent procedure for dealing with photography of participants in and users of City of Oshawa recreation facilities. To ensure the safety and privacy of all facility patrons.

With the development of new technology, electronic devices such as cell phones and personal digital assistants (PDAs) and MP3 players now have photographic options. These devices can provide users with the ability to photograph unsuspecting patrons in recreation facilities. Several Recreation Associations (e.g. ORFA, PRO) have created guidelines for recreation providers in regard to establishing a photography policy or consistent procedure in their municipalities.

Source

Revision of Department Procedure #3.4.0-001, "Photography Policy", July 9, 2004.
Position Statements from Parks and Recreation Ontario (PRO) and the Ontario Recreation Facilities Association (ORFA)

Policy

Department Practice.

Procedure

Photography in Recreation Facilities

In supervised recreation facilities, patrons wishing to use video cameras or other photographic devices, including camera phones and personal digital assistants (PDA's), must receive permission from staff before filming. Pictures may only be taken of children/patrons directly in their care. Every attempt should be made to limit or eliminate other patrons from being filmed in the background. When possible, staff should make a verbal request for permission to photograph other patrons who may be in the area where pictures are being taken. Appropriate documentation of verbal permission should be noted.

Use of Photographic Devices in Changerooms and Washrooms

The use of all cameras, video cameras, cell phones, personal digital assistants (PDAs), and any other devices designed to take photographs, is prohibited in all change room and washroom areas in recreation facilities in the City Of Oshawa. Patrons should be encouraged to leave these devices at home or off the premises. If brought into a recreation facility changerroom or washroom they must be powered off and securely stored in a bag or purse.

Signage

All new signage created after July 2, 2008 is to be posted in recreation facilities as follows:

Signage Wording #1 – For general posting in facility:

For the protection and privacy of all users in City of Oshawa Facilities, patrons wishing to use video cameras or other photographic devices in this facility must receive permission from staff before filming.

Signage Wording #2 – For posting in changerroom and washroom areas:

The use of all cameras, cell phones, personal digital assistants (PDA's) and any other device designed to take photographs is prohibited in all changerrooms and washroom areas in City of Oshawa recreation facilities.

Education

Staff are required to educate members of the public regarding the photography procedure in recreation facilities.

Monitoring

Regular monitoring of all public areas and, in particular, changerroom and washroom areas is required to take place to ensure compliance with the established procedure.

Enforcement

1. Staff will politely request those individuals who are not adhering to the photography procedure to comply.
2. Staff will politely request those who refuse to comply with the photography procedure to leave the premises.
3. Staff will politely and in a non-threatening manner advise the individual that if he/she fails to comply, the police will be called and a charge of trespass may result.
4. Staff will call and advise the police that an unwelcome member of the public refuses to leave the premises and request that the police remove the individual(s).
5. Staff will request that the police apply a charge of trespass if the individual fails to comply with the police request for the individual to leave the premises.
6. Staff will complete an incident report.

7. Persistent repeat offenders may be notified that they are excluded from City facilities for particular time periods as a deterrent effort. Appearance at a facility during any such time period would result in trespassing charges being applied without further warning.

Photography in Recreation Facilities by the Media and Professional Photographers

Media and/or professional photographers are encouraged to notify Recreation & Culture Services staff of their intention to conduct filming at any City of Oshawa recreation facility. Upon receipt of request, the Program Supervisor and relevant Manager will be notified and will grant permission to the media and/or photographer. The media or professional photographer will be required to identify themselves at the reception desk upon arrival at the recreation facility.

Staff will inform the public of the filming location, dates, times and name of media outlet or photographer through signage or notices to program participants.

Should media or professional photographers arrive at a recreation facility unannounced; staff will obtain the name of the photographer and/or media outlet and determine their purpose for filming. Recreation Information Clerks or part-time staff will inform the Program Supervisor, Manager or designate of their presence at the recreation facility.

Recreation & Culture Services staff will notify the public of the filming purpose to the extent possible. Recreation & Culture Services staff will encourage the media and/or professional photographer to ask for patrons' permission prior to filming.

Media and/or professional photographers are prohibited on using photographic devices in washroom and changeroom areas in recreation facilities.

Recreation & Culture Services staff will advise Corporate Communications & Marketing (CC&M) of the filming for media tracking purposes.

Responding to Media Requests

Staff receiving requests from the media for further information or interviews, must refer to the procedure outlined in the *CC&M Media Relations Guidelines Manual (November 2007)*:

1. Staff who receive a media call and are not the City Manager and/or Designate approved subject matter spokesperson will forward the reporter's questions, contact information and deadline to the City Manager and/or Designate for response from an appropriate City spokesperson. Staff should explain to the reporter that he/she is not the best person to answer their questions and advise the reporter that someone will respond to their question(s) by their deadline.
2. A City staff spokesperson (City Manager and/or Designate) will respond directly to media requests. The City Manager and/or Designate will identify and approve staff authorized to speak to the media regarding City of Oshawa corporate announcements/initiatives.
3. The spokesperson will coordinate the scheduling of the interview. CC&M will provide advice, guidance and support as required.
4. The staff spokesperson is to advise CC&M of the interview for media tracking purposes.