

Stop! Before You Snap That Photo

This contains highlights of Notice 184.0. Read Notice 184.0 to understand the photographic policy in its entirety.



A new camera policy was recently issued concerning the use of cameras* on LANL property. Before using a camera, make sure you are following the new guidelines.

Workers/Camera Users

LANS- or DOE-employed workers/camera users must obtain approval from their security-responsible line manager (SRLM) if they will be using a government-owned camera inside of a security area or a non-government-owned camera outside of a security area.

Steps

1. Submit a request describing the camera activity to your SRLM (email or letter).
2. If granted approval, you must carry the SRLM authorization (email or letter) while using the camera. Possession of the letter constitutes agreement to the conditions in the letter.
3. You must possess a valid LANL/DOE badge when using a government-owned camera outside or inside a security area or if using a non-government-owned camera outside a security area.
4. You must possess a valid LANL property pass when using a government-owned camera outside of a security area.
5. You are responsible for maintaining control of the camera(s) and are responsible for controlling all images taken with the camera(s) until the images are reviewed. At a minimum, images are to be treated as Official Use Only until the review process is completed.
6. Once photographic or moving images have been taken, have your images reviewed as outlined in the authorization letter. *Note: Review of images by an authorized derivative classifier (ADC) may be required if specified in the authorization letter.*

* **Camera** – A photographic device that captures still or video images, either digitally or on film. A multifunction device with photographic capability is considered a camera (e.g., camera phone).

Security-Responsible Line Managers (SRLM)

SRLMs are responsible for the authorized use of government- and non-government-owned cameras for official business on LANL property when SRLM approval is required (see above). SRLM will either approve or deny the request. Approvals may be in the form of an e-mail message or dated letter to the requestor/photographer. The letter must contain required conditions and restrictions for camera use including a description of the content review process. Ensure camera user understands and follows their responsibilities described above.

Steps

1. Review worker/camera user request. You may either approve or deny the request. You may need to coordinate authorized camera use with other organizational SRLMs depending on the location where cameras will be used by worker/camera user. Your Deployed Security Officer is available to assist with contacting other SRLMs.
2. If you approve the request, approvals may be in the form of an e-mail message or dated letter to the requestor/photographer. The letter must contain required conditions and restrictions for camera use including a description of the content review process.
3. Once photographic or moving images have been taken, you must review the images before they are distributed and/or follow the content review process as stated in the authorization letter.

Important!

- Use or possession of a non-government-owned camera within a security area is NEVER allowed. Refer to [Notice 184.0](#) for cameras owned by the news media.
- Protective Force and Security Division (SEC) personnel are authorized to challenge persons using cameras anywhere on LANL property (either inside or outside of security areas) and will validate “authorized use” in accordance with the requirements stated above.
 - If use is authorized, no content review by the Protective Force or SEC personnel is required and camera user may resume activity after Protective Force verifies authorization and collects data to complete a report.
 - If use is not authorized, a report will be taken and the contents of the camera will be reviewed. Follow the instructions of the Protective Force or SEC personnel in this instance. If a camera user refuses to relinquish cameras or film, he or she will be instructed to leave LANL property. If he or she refuses to leave LANL property, he or she may be arrested for trespassing.

Non-LANS or DOE Employees

Workers who are not employees of LANS or DOE must obtain approval by following the same steps as those for LANS/DOE employees. Request should be made to the appropriate LANL oversight personnel for the work being performed at LANL (e.g, construction subcontractor employees must submit a request for authorization through the LANL project manager for the construction project).



News Media

News media photographers on LANL property (inside or outside security areas) must be escorted by appropriately cleared/badged members of the LANL External Communications Team. SRLM authorization must be obtained and carried if media are escorted into security areas. Read [Notice 184.0](#) for further information.

Questions?

Security Help Desk, 5-2002 or security@lanl.gov

References

[Notice 184.0 - Requirements for Photographic Activities at LANL](#)