

# ENDWELL FIRE DISTRICT

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| <b>SOCIAL MEDIA POLICY</b> |                                  |
| <b>Number: 2024-22</b>     | <b>Adopted: January 10, 2024</b> |

The Endwell Fire District acknowledges that the use of technology by emergency services organizations provides several useful benefits, including training and the acquisition of useful information for the betterment of the organization as well as its members. It also allows for the dissemination of information to the public for recruitment, safety education, and public relations purposes. As such, the Endwell Fire District embraces the usage of this new instant technology to that end.

This policy establishes the Endwell Fire District's social media and instant technology use procedures and protocols, which are intended to mitigate associated risks from the use of this technology where possible.

This policy applies to all employees of the Endwell Fire District, volunteer members of the Endwell Fire Department, all members of the O.L. Davis Fire Company, consultants, and contractors performing business on behalf of the Endwell Fire District.

All Fire Company, Fire Department, and Fire District social media pages shall be approved by the Board of Fire Commissioners and Fire Chief or their designees. All social media content shall adhere to all applicable laws, regulations, and policies, including the records management and retention requirements set by law and regulation.

For this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging, and social networking sites such as Facebook, MySpace, TikTok, LinkedIn, Twitter, YouTube, Snapchat, Instagram, Tumblr, and any other information sharing services, websites and/or blogs.

The Internet and other information-sharing devices are global entities with no control over users or content. Therefore, available resources may contain material of a controversial nature. The Endwell Fire District / Endwell Fire Department is not responsible for information found in these sources.

The Endwell Fire District understands the value of such technology but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public illegally or negatively whether intentionally or unintentionally. Therefore, no information, videos, or pictures gathered while on Endwell Fire District / Fire Department / Fire Company business (this includes emergency calls, meetings, drills, details, training, or anything obtained on the organization property or at the organization functions) may be shared or posted in any format without the approval and written consent of the Fire Chief or the Fire District's Public Information Officer.

Under this restriction, members and employees are prohibited from disseminating or transmitting in any fashion photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate New York State Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against

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members and employees violating this provision of the policy.

This policy is not intended to limit your right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this organization, its members, and the public we are sworn to protect. Members and employees are advised that their speech directly or by utilizing instant technology either on or off duty and in the course of their official duties that have a connection to their professional duties and responsibilities may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the Fire District / Fire District / Fire Company, undermines discipline and harmony among co-workers or negatively affects the public perception of the District / Department / Fire Company may be sanctioned.

As a basic concept of constitutional law, a public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter to a level of public concern.

In that regard, members and employees must follow the following guidelines when discussing the Fire District / Fire Department / Fire Company on Social Media Websites:

- Do not make any disparaging or false statements or use profane language.
- Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion, or protected class of individual.
- Make clear that you are expressing your personal opinion and not that of the Fire District, Fire Department, or Fire Company.
- Do not share confidential or proprietary information.
- Do not violate Fire District, Fire Department, or Fire Company policies including the Code of Ethics.
- Do not display Fire District, Fire Department, or Fire Company logos, uniforms, or similar identifying items without prior written permission.
- Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer, or employee of the Fire District, Fire Department, or Fire Company without prior written permission.
- Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer, or employee of the Fire District, Fire Department, or Fire Company on any online dating or similar sites.
- Do not publish any materials that could reasonably be considered to represent the views or positions of the Fire District, Fire Department, or Fire Company without authorization.
- Do not post pictures of comments that violate the privacy rights of the Fire District, Fire Department, or Fire Company personnel or would violate any Fire Department, Fire District, and/or any state or federal laws.

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- Consider the guidelines stated in the District / Department Policy which prohibits the commission of sexual harassment and discrimination against your fellow personnel when deciding to send any communications which include pictures, comments, and other forms of reference to the personnel you work or serve with and do not violate that rules and laws.
- Do not assume that the willingness of a fellow worker or volunteer who is the subject of offensive or improper communication to accept and not complain about the communication prevents the communication from violating the rights of other workers and volunteers.
- Do not communicate pictures and/ or personal information concerning a fellow employee or volunteer because placing this information into the public domain may subject them to harassment, stalking, and other dangers.

The Endwell Fire District owns the rights to all data and files in any owned computer, network, cell phone, or another information system. The Endwell Fire District also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any use of the Internet and of the computer equipment used to create, view, or access e-mail and internet content. Members and employees must be aware that the electronic messages sent and received using Endwell Fire District equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by District and Department officers at all times. The Endwell Fire District has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media to assure compliance with policy and state and federal laws.

Inappropriate use of the Internet and instant technology while on Endwell Fire District, Fire Department, or Fire Company business may result in disciplinary actions, up to and including termination as an employee of the Fire District or volunteer member of the Fire Company and Fire Department.

Endwell Fire District, Fire Department, or Fire Company computer equipment is to be used for the Fire District, Fire Department, or Fire Company business and purposes in a professional and businesslike manner.

This policy is adopted on January 10, 2024, and supersedes any previous reversion of this policy.

By order of the Board of Fire Commissioners, Endwell Fire District.

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**Number: 2024-22**

**Adopted: January 10, 2024**

Reviewed & Adopted: January 10, 2024

No Changes Made

Reviewed and Adopted: January 04, 2023

Adopted: August 18, 2021

Reviewed: August 18, 2021

Rescinds: Instant Technology Uses 2011-02

Adopted: November 22, 2010

INSTANT TECHNOLOGY USES 2011-02