



## WADING RIVER FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

### *2.0 Electronic Communication Policy*

Computer Systems infrastructure, Communication Resources and Internet Social Media Policy.

#### **OBJECTIVE:**

To define the appropriate use and standards of any communication resources and systems provided by the District or connected to it or when conducting business on behalf of the District. Also to provide for use and actions by Personnel in the utilization of communication resources, and associated conduct when utilizing the internet, social media and instant technology.

#### **APPLICABILITY:**

All personnel are included in this policy. Personnel refers to all volunteer members and officers, and paid staff of the Fire District.

1. The District makes no warranties of any kind, either express or implied, for the access being provided. Further, the District assumes no responsibility for the quality, availability, accuracy, nature or reliability of the material provided.
2. The District will not be responsible for any damages suffered by any users of any of the District's communication resources. The District will not be responsible for unauthorized financial obligations resulting from use of communication resources.
3. Each individual in whose name an access account is issued shall be responsible at all times for its proper use
4. The District manager shall maintain a roster of each individual issued an account on each specific system or systems. Inclusive of the system, role on the system, user name or number, access and privileges provided.

**DEFINITIONS:**

Communications resources include any powered electronic device that can be utilized for communications, including computer infrastructure, internet infrastructure, computer based infrastructure inclusive of radio and telephone systems, lock systems, software or operating systems including legacy, commercial, stand alone or integrated systems: maintained by the District or maintained on District property or vehicles.

Instant technology is defined as any resources including, but not limited to, instant messaging, texting, emailing or posting to social networking sites, media contact, or any other information sharing services, websites or blogs.

**POLICY:**

Wading River Fire District Officers and Employees requiring use of a mobile communications devices for business purposes will be issued a device that will be paid for by Wading River Fire District as part of a Corporate Agreement managed by the District. Use of mobile communication devices will be for primarily Fire District business. A periodic review of the business purpose and associated cost will be conducted by the District. The Board of Fire Commissioners may by resolution, limit an individual's monthly usage or demand return of the device should there be a finding that usage exceeds any allotted pool of minutes, texts or data usage as allocated with the carrier under the Corporate Agreement. Further, the District may require the individual to reimburse the District for the overage at the contracted rate per minute. If the member does not make restitution within 30 days, the member will be suspended pending full restitution.

Any device lost or broken will be repaired/replaced at cost to the District unless user abuse is obvious.

Upon request of the district, any device owned by the district must be returned immediately.

All District social media pages shall be approved by the Fire Chief/Board of Fire Commissioners 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.

Non-District or Department related files to the extent they are permissible, shall not be stored on file servers

District Policy prohibits the use of communication resources for the following purposes. Additionally District Policy prohibits all personnel whether off duty or on duty to utilize off site communication resources outside the control of the District to engage in the following as it relates to the Fire District or personnel of the District:

- Engage in conduct that would constitute a criminal offense or give rise to civil liability.

- Creates a hostile work environment

- Messages or correspondence that are determined by the District to be defamatory, abusive, obscene, sexually oriented, threatening, harassing, or otherwise inappropriate in violation of District Rules, Polices and Procedures, inclusive of the Chief's Rules or encourages violation of the foregoing but does not rise to criminal offense or civil liability.

Speech or postings that impairs or impedes the performance of the Fire District's mission, undermines discipline and harmony among co-workers or negatively affects the public perception of the District

Usage that disclose confidential information about District operation, employee's services, or systems, disclosing names addresses and phone numbers of personnel to any recipient not authorized to receive such information without express authorization,

Usage that involve conducting business on behalf of an entity other than the District or on behalf of any individual,

An attempt by one employee/member to gain access to another employee/member communication resource access without that employee/member express permission or District authorization.

Attempts to circumvent or to access unauthorized the credentialing procedure or security including hacking and cracking of communication resources.

Knowingly with intent to disrupt, impair or falsify the entering, altering or destroying of computer databases or records; accessing, altering or destroying software or operating systems of Communication devices maintained by the District.

Installing any software programs or operating systems on District communication devices without District permission.

Information, videos or pictures gathered while on Wading River Fire District business including emergency calls, meetings, drills, details, trainings or anything obtained on District property or at District functions may not be shared or posted or disseminated in any format without the express approval and consent of either the Board of Fire Commissioners, Fire District's Public Information Officer or the Chief's Office.

The District reserves the right to filter personnel access to specific Internet sites that are deemed as not business related and/or inappropriate. Personnel who have a business need to access restricted sites must obtain approval.

The District has the right to monitor and review the usage and content of any communication activity, consistent with the law, to determine whether there has been a breach in security or a violation of any District policy. In addition, the District maintains the right to access, audit, disclose, delete and copy all communication resources usage and non-business-related contents. Keystroke entries may be monitored regardless of whether documents are saved or deleted. Anyone using District communication systems or resources expressly consents to such monitoring. Users should not have an expectation of privacy in anything they create, store, send, or receive on the communication resource

The District will investigate potential violations of this policy.

Personnel who use communication resources or engage in prohibited conduct in violation of this policy will be subject to disciplinary action up to and including termination and may notify

applicable law enforcement agencies if statute violations are suspected.

**RELATED POLICIES**

- 1.0 Code of Conduct Policy
- 1.12 Disciplinary Procedure

**HISTORICAL NOTE**

Adopted 09/2011

Adopted by the Wading River Fire District Board of Fire Commissioners on Monday, 06/26/2017.

Glenn Erick, Chairman  
Tom Colitti, Vice Chairman  
James Meier, Commissioner  
John McManus, Commissioner  
Randolph Hintze, Commissioner