

Town of Oswego Fire District

Social Media Policy

Applicability: All Employees and Volunteers

- This policy shall apply to all social networking sites of any kind, whether now existing or created in the future, including but not limited to Facebook, MySpace, LinkedIn and any and all types of forums and public comment areas, blogs, video sharing, podcasts, wikis, message boards and on and offline forums, including letters and writings.
- For purposes of this policy, an “Individual” shall include an employee, volunteer, manager, contractor, customer of the Fire District, member of the public or patient.
- This policy does not attempt to curb the actual speech of an individual, except in certain limiting circumstances.
- No individual shall harass (as defined in each and every harassment policy of Fire District) or threaten any individual. Harassment shall be reported, investigated, and disciplined in accordance with the applicable harassment policy.
- The Chief shall be the sole representative of the Fire District with regard to the making of public statements in any forum, whether on an electronic device or not. The Chief or the Officer in Charge may designate individual(s) to make public comments on various matters.
- Any individual making a comment about the Fire District, the Fire District’s business, the Fire District’s business partners or any individual shall identify themselves by their proper legal name when making such comment and shall not utilize a fictitious name.
- The Fire District strongly urges individuals not to make negative public comments about the Fire District or the Fire District’s business or practices, or about any individuals. That being said, any individual who makes any comment about any other individual as defined herein which in any way related to or is related with the Fire District shall state affirmatively “This statement was not made with the authority of or on behalf of Fire District and represents only the personal views of the maker of this statement”. Failure to attach this statement to any writing, document or posting may

result in discipline, up to and including termination. Any individual who posts any comment whatsoever about the Fire District or any individuals shall identify themselves and shall not hide behind any fictitious name.

- No individual may make any comment about any non-public business matters of the Fire District or of any confidential or proprietary matter. No individual may discuss in any detail any call or response, or in any way identify any patient or emergency. No details about any pending business matters may be disclosed.

- No individual shall violate any copyright or trademarked item in any manner, such as by posting such copyrighted or trademarked writing on a social networking site.

- The Fire District's network and computers shall not be utilized to create or issue comments on any social network about the Fire District, its employees, volunteers, directors, customers, contractors or business, except as specifically permitted by the Commissioners. The Fire District's network and computers shall not be utilized to make any negative comments about the Fire District's business in any manner or to send threatening or harassing or defamatory emails or messages of any sort.

Policy adopted on 01/17/2012