

Waterloo Vol Fire Department Standard Operating Guidelines

INSTANT TECHNOLOGY USES

Technology use in the emergency services provides several useful benefits including training and the acquisition of useful information for the betterment of the organization as well as all members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, the Waterloo Fire Department embraces the usage of instant technology to that end.

We define instant technology as resources including but not limited to instant messaging, texting, paging and social networking sites such as Facebook, Myspace, LinkedIn, Twitter, Youtube and any other information sharing services, websites and/or blogs.

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

While we understand the value of such technology, we also understand concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional). Therefore, no information, videos or pictures gathered while on Waterloo Fire Department business (this includes emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions) may be shared or posted in any format without the approval and written consent of the organization's chiefs, president or board chairman.

This policy is not intended to limit your right to free 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.

The Waterloo Fire Department owns the rights to all data and files in any owned computer, network, cell phone or other information system. The Waterloo Fire Department also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Members must be aware that the electronic messages sent and received using Waterloo Fire Department equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Department Officers at all times. The Waterloo Fire Department has the right to inspect any and all files stored in

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private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

Inappropriate use of instant technology while on Waterloo Fire Department business may result in disciplinary actions, up to and including expulsion.