

## **291 RULES OF CONDUCT FOR FIRE DEPARTMENT MEMBERS CONCERNING INFORMATION OBTAINED THROUGH SERVICE WITH THE FIRE DISTRICT**

### **PURPOSE:**

The purpose of this policy is to establish Florence Township Fire District No. 1's policy regarding use and dissemination of information obtained by employees and volunteers through their service with the Fire District.

### **SCOPE:**

This policy applies to all employees and volunteers of Florence Township Fire District No. 1 (Fire and EMS).

### **POLICY:**

A. All information obtained through service with the Florence Township Fire District No. 1, whether oral, visual, written, photographic or electronic shall be deemed confidential. No such confidential information shall be disseminated to anyone outside of the Fire District unless specific authorization is given by a Chief Level Officer.

B. No employee or volunteer of Florence Township Fire District No. 1 shall make any photographic, electronic or audio recording of any fire or emergency scene without specific authorization by the Incident Commander.

C. The Florence Twp. Fire District #1 shall appoint an administrator(s)/ Public information Officers(s) as needed to approve, edit and modify any verbal or digital information that will be release to the media or published in any traditional or social media outlets. The released information shall be in accordance with all applicable laws and shall respect the dignity and privacy of the subject(s) involved.

### NON Permitted Example:

- A member responds to a motor vehicle accident and photographs the scene. The member then posts the photographs on their personal web page, Facebook, or other similar media outlet without approval of the Public Information Officer or Commanding Officer.

### Permitted Example:

- A member responds to a residential fire and photographs the scene and members operating after getting permission from the Incident Commander. The member then submits the photos to a Chief Officer for review.