

<b>FREWSBURG FIRE DISTRICT</b>  <b>OPERATIONAL POLICY</b>	Section <b>2</b>	GENERAL RULES	
	SUBJECT	SOCIAL MEDIA	
	Policy <b>2-06</b>	PAGE 1 OF 2	DATE: 01-01-2023

## I. SCOPE

This policy applies to the use of personal social media relating to an employee or volunteer's duties, and to social media on FFC social media sites.

## I. PURPOSE

The purpose of this policy is to define and regulate the use of social media by Frewsburg Fire District and employees.

## II. DEFINITIONS

1. **Social media:** forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. The term social media includes, but is not limited to, social networking sites such as Facebook, Myspace, LinkedIn, Twitter, Instagram, and YouTube.
2. **Frewsburg Fire Company Social Media Site:** A social media site created, maintained, and controlled by the Frewsburg Fire Co.
3. **Personal social media site:** Social media content maintained and controlled by an individual employee or volunteer member of Frewsburg Fire District.

## III. FREWSBURG FIRE DISTRICT SOCIAL MEDIA SITE

1. Only to be created with the approval of the membership and the Fire Chief or Fire Chief's designee.
2. All content shall be approved by the Fire Chief or the Fire Chief's designee.
3. 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.

## IV. PERSONAL SOCIAL MEDIA SITES

1. No information, videos or pictures gathered while on Frewsburg Fire District business (including 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 consent of the Fire Chief or the Fire Chief's designee.

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2. Speech that impairs the performance of Frewsburg Fire District, undermines discipline and harmony among co-workers, or negatively affects the public perception of Frewsburg Fire Company or the Frewsburg Fire District is prohibited and may be sanctioned.
3. Social media content shall adhere to all applicable laws and Frewsburg Fire District policies.
4. Do not share confidential or proprietary information of Frewsburg Fire District or affiliates.
5. Do not publish any material that could reasonably be considered the views or positions of Frewsburg Fire District or affiliates without proper authorization.