

THE GLENHAM FIRE DISTRICT STANDARD OPERATING PROCEDURE	SUBJECT NO. GFD-43-13
DEPARTMENT: Glenham Fire Department SUBJECT: Social and General Media Policy	
<u>CROSS-REFERENCE:</u> GFD-43-01 Organizational Statement & General Overview	

Original date of issue: 03/01/2018

Reviewed:	03/01/18	02/19	02/20				
Revised:	05/03/18						

Under no circumstance shall any member post any incriminating pictures, quotes, or negative comments towards any incident, and or function that the Glenham Fire District can be accountable for on any social media site. This includes Facebook, Twitter, Snap-Chat, Vine etc.

Any form of Identification shall be prohibited from posting.

- Image of Victim
- Name of Victim
- License Plate of Vehicles
- License/Registration information of victims.

Any Information regarding the Nature or Severity of the incident shall be prohibited.

- Death/Type of Injuries
- Cause and Findings of an Incident
- And any Police action taken during incident

Any member found posting any incriminating information on Social Media will be asked to remove the media and will be subject to disciplinary actions.

All other posts should be approved by a Chief, the President or a Commissioner before posting.

At no time shall any member, regardless of status, take video, pictures, or make audio recordings of any training exercise, incident and / or event without prior approval by the Officer in Charge. If approved, said member must also receive permission from the instructor performing the training and obtain signed "Consent for Media Use Waiver Forms" from all attendees (including the instructor).

Any member in violation of this policy shall be suspended until an investigation is completed. Penalty of this violation will follow protocol for disciplinary action.

Any member found using any recorded material that had been approved by the Officer in Charge and instructor for incriminating purposes will also be suspended until an investigation is completed. Penalty of this violation will follow protocol of disciplinary action.

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1.0	Changed Subject No. from GFD-13-2018 to GFD-43-13. Changed from "Guideline" to "Procedure." Added language regarding members taking video, pictures or audio recordings or training exercises.	David Dross, Deputy Chief	05/03/18