



**AUBURN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURE**

WHITE SECTION

**Social Networking
Policy**

Revised: 12/1/2010

PURPOSE: To establish a “Social Networking” Policy for all members of the Auburn Fire Department.

Policy: The Auburn Fire Department recognizes that employees may engage in “social networking”. “Social networking,” for purposes of this policy, includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook©, MySpace© or LinkedIn©); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter©; and the posting of video on YouTube© and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog. This Policy applies to social networking while off duty and/or on duty.

Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse affect on the Auburn Fire Department and/or themselves. In addition, some readers may view the author as a *de facto* spokesperson for the Auburn Fire Department.

To reduce the likelihood that your personal social networking will have an adverse effect on the Auburn Fire Department and/or any of its employees, the following policies shall be followed.

- No member shall criticize or ridicule the Department, its policies/procedures, its officers or other members
- No comment, picture, or video involving an employee can be posted without their express consent.
- No comment, picture, or video involving any emergency incident can be posted
- No picture or video may be taken with a personal device at any incident
- No comment, picture, or video from any fire department function can be posted without permission from the Fire Chief and/or Deputy Chief

The Fire Department’s Public Information Officer (PIO) may on occasion use a social networking site for posting upcoming fire department events, and/or other communications needs.

Failure to comply with this policy may result in disciplinary action.