



Effective Date: 3/01/2015

Revised Date:

INTERNET USAGE AND SOCIAL MEDIA

Purpose

The purpose of this policy, in conjunction with County policy (12.10 Email and internet use), will provide the guidelines for utilizing Email, Internet, and Social media technologies that permit users to share information with others in a contemporaneous manner.

Procedure

The following apply for professional use of social media on behalf of Valencia County Emergency Services (VCES) as well as personal use of social media when referencing VCES. This Policy is not intended to limit the right of freedom of speech or expression; but as VCES is a public entity, it has been set in place to protect the rights of this organization.

Policy

- I. All personnel must adhere to the VCES (Code of Conduct Policy Article 1.4) when using Social Media in reference to VCES.
- II. Personnel shall be aware of the effects their actions may have on VCES.
- III. Personnel shall be aware VCES may observe context and information made available by you through social media. Use your best judgment when posting material that is inappropriate or harmful to VCES and its associates.
- IV. Personnel shall not make any demeaning, harassing, false statements, anything that can create a hostile work environment, or use of profane language towards VCES or its associates.
- V. Personnel shall not make any statements or other forms of speech that may ridicule, slander, or otherwise express bias against any race, religion or class of any individual.
- VI. Personnel shall not display VCES logos, uniforms, or similar identifying items in ways that would embarrass or portray negativity upon these entities to the public.



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- VII. Personnel shall not publish any materials that could reasonably be considered to represent the views or positions of VCES without the authorization from the County Fire Chief.
- VIII. Personnel are not to publish post or release any information that is considered confidential or not public.
- IX. Infractions and inappropriate use of the internet which is in direction violation of VCES code of conduct or any other policy are subject to immediate disciplinary actions up to termination.