

ADOPTED: JANUARY 1, 2016

REVIEWED: OCTOBER 3, 2017

**A. USE OF OFFICE AND TELECOMMUNICATION EQUIPMENT**

The proper use of office and telecommunications equipment, e-mail, voice mail, alphanumeric pagers, and Internet is an important method of effectively carrying out the mission of the Jefferson Rural Protection Fire District.

1. Office and telecommunication equipment includes, but is not limited to, computers (desktop and portable), facsimile machines, printers (desktop and portable), telephones, cellular phones, pagers, radios, copy machines and other similar items. In addition to the hardware components listed above, information processing systems and software that make these machines and devices effective include, but are not limited to, computer programs, e-mail, voice mail, on-line data services, and the Internet.
2. Like other District assets, these systems are acquired to help District personnel carry out their job responsibilities efficiently. E-mail, voice mail and the Internet are used to expedite communications. Users must exercise good judgment when using e-mail, voice mail and the Internet. It is important that these tools be used appropriately.

**B. GUIDELINE DEFINED**

Office equipment and telecommunication hardware and software acquired by the District are to be used solely for official District business functions in accordance with this operating procedure. Comments made, copied, stored, forwarded, or otherwise transmitted on any District communication device, which degrade, humiliate or embarrass any person are strictly prohibited. This includes, but is not limited to, any degrading comments based on race, sex, age, religion, national origin, disability, or sexual preference. Forwarding confidential information without proper authorization is prohibited and may violate state or federal law.

To assure compliance with this guideline, and to assure quality and accuracy in information provided and used by District personnel, all devices for the electronic creation, translation, storage, transmission, and manipulation of information in any form are subject to monitoring and inspection by the District under the procedures specified later in this policy.

**C. TELEPHONE (NON-CELLULAR)**

1. Long distance calling should be used prudently.
2. Supervisors are to ensure that the use of District telephones conform to the policies outlined in this operational procedure.
3. Personal use of the District telephones is discouraged. Frequent or prolonged personal conversations are to be avoided. When personnel need to make a personal call, it should not interfere with work activities or take away from productive time.
4. While personal phone calls are permitted, outgoing long distance or toll calls (even if local) may not be made at the District's expense.
5. If personnel need to make a long distance or toll call, the individual must use a personal long distance calling card, charge the call to the individual's home phone (operator assisted), or call collect.

6. The use of District telephones for carrying out personal business, such as selling a product, trade, advertising, etc., is strictly prohibited.
7. Telephone instruments and lines provided by the District for use by District personnel and officials are subject to monitoring without notice subject to this policy.
8. Records of calls made to and from individual telephone numbers may be kept and may be open to public inspection under the Oregon Public Records Law.

**D. CELLULAR TELEPHONES**

1. The use of personal cell phones while on duty should be minimized. The use of cell phones for personal business is not permitted in the following circumstances unless authorized by the company officer:
  - a. While riding in/on apparatus.
  - b. While at incident scenes, public events or at department functions.
  - c. During designated training activities or meetings.
2. The use of personal cell phones for official Jefferson Fire District business is allowed.
3. Drivers of apparatus must adhere to ORS 811.507, Operating motor vehicle while using mobile communications device.
4. Personnel shall be allowed to review incoming alarm information on their personal cell phones.
5. The use of a cell phone shall apply to all functions of the phone including camera and video recording.
6. A company or chief officer may allow an individual permission to use their cell phone:
  - a. To make an outgoing telephone call or text message.
  - b. To take a picture for official use of the fire district. Any picture/video taken at the scene, public event or department function is the property of the fire district. Such pictures may only be used personally by the individual after receiving permission from the fire chief or PIO.
  - c. Do not assume you have permission to use your cell phone for personal business, always ask a company officer.
7. Any activity on a cell phone, while on duty, can be subject to “discovery” in legal cases. Be aware personal cell phones can be confiscated as evidence.
8. The district will reimburse personnel for district use per district policy.
  - a. Personnel - \$15 per quarter
  - b. Duty officers - \$10 per month
  - c. Staff - \$25 per month

**E. CAMERAS, DIGITAL RECORDERS**

- To protect the privacy of others concerning photographs and video within the Jefferson Fire District
1. Any picture/video taken at the scene, public event or department function is the property of the Fire District. Such pictures may only be used personally by the individual after receiving permission from the fire chief or PIO.
  2. All scene photography and/or video shall be for documentation, training purposes or media release.
  3. The use of helmet or body cameras is not allowed without authorization from the

Fire Chief. Helmet and body cameras are defined as any device that records single or multiple frame images.

4. The use of audio recording devices is not allowed without authorization from the Fire Chief.

F. COMPUTERS, PRINTERS, COPIERS, FACSIMILE MACHINES

1. This equipment is to be used to conduct official District business.
  - a. Employees are not to use this equipment for non-District or personal work.
  - b. District volunteers may use the equipment for personal use on a limited basis per District policy. (*Abuse of this privilege may result in the termination of this privilege.*)
2. Department Directors may authorize the use of computers and related office equipment for training or development purposes if it is intended to increase employee work skills, produce a usable product pertinent to District operations or maintain a professional certification pertinent to the individual's job.
3. District purchased computer software must not be copied for personal use.
4. No non-District purchased software may be loaded onto District owned computers. Due to the potential of introducing data destroying viruses into computer networks, only software, hardware, and disks owned and installed by the District shall be used on District computer systems.
5. Copying computer programs and data, textual, graphic, audio-visual, and so-called multi-media material may violate copyrights, and may also constitute a crime under federal law. In most cases government publications are not subject to copyright. In most cases commercially printed and published materials are subject to copyright. Individuals are responsible for assuring that their use of copy machines, scanners, audio recording equipment, video equipment, computers, fax machines, etc., does not violate or infringe on copyrights.

G. E-MAIL

1. E-mail may be provided as a communication avenue for District business. E-mail is considered a public record and all messages sent on e-mail should be viewed as such.
  - a. Any message or wording that degrades, humiliates or embarrasses any person is strictly prohibited.
  - b. Individuals should periodically review their e-mail and appropriately delete messages that no longer are germane to operations.
2. The use of e-mail to obtain non-job related information through news groups subscriber lists is prohibited.
3. It is recognized that personal messages may be received or sent similar to using the telephone.
  - a. All communications and files on the e-mail and word processing systems should be considered a public record that is available for inspection by the press and the public, unless specifically exempt.
  - b. The District Attorney, on a case-by-case basis, must make any determination that information is exempt from public access.

**H. VOICE MAIL**

Voice mail, like e-mail, is provided as a communication avenue for District business. The District recognizes that given the extent to which voice mail may be used for some minimal incidental personal use, like the telephone, it will be tolerated as long as such use does not interfere with the business of the District.

Voice mail messages are subject to inspection as outlined in this policy.

**I. INTERNET**

1. The Fire District may provide access to the Internet to its personnel.
  - a. The use of the Internet is for official District business and should not be used for non-job related purposes except for communications as may be permitted under the e-mail section of this policy.
  - b. The Internet is provided for public information regarding District services and operations and also may be used to conduct research for District purposes only.
2. It is possible to send e-mail through the Internet from some sites. The same rules and policies apply to the Internet e-mail usage as outlined in the e-mail section of this policy.
3. Members may not post, distribute, store for retrieval, or otherwise make accessible via the Internet any of the following:
  - a. Defamatory, derogatory, insulting, or degrading material or information (under Policy Defined above).
  - b. Confidential or privileged information, either information relating to the District and its business, or to individuals, without proper authorization.
  - c. Copyrighted material without the express consent of, and then only according to the conditions set by the copyright holder.
4. Employees may not use anonymous Internet identities and may not, without express consent of the Fire Chief, encrypt any information posted or transmitted via the Internet.

**J. ACCESS TO FIRE DISTRICT OFFICE AND TELECOMMUNICATIONS EQUIPMENT**

1. The proper use of District office and telecommunications equipment enhances productivity and allows the District to better meet increased service needs.
  - a. It is the responsibility of each District employee and volunteer to use this equipment in an appropriate manner.
  - b. Violation of these policies or procedures may be grounds for disciplinary action.
  - c. Employees should not expect that any communication or file, which they make or maintain by the use of District equipment, is private or personal.
2. Abuse or misuse of District office and telecommunications equipment will not be tolerated.

Any member found to be in violation of this Operational Guideline would be subject to disciplinary action up to and including termination.