



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Operations	SOP: 2.24
Subject: Communicating/Dissemination of Information	Executed: 4/12/2013 Revised:
Approved:	
 Frank Wright, Interim Fire Chief	

PURPOSE

To protect employees/members and the organizations we serve as well as the citizens we protect from information that is displayed or communicated in an illegal, liable, distasteful, harmful manner or perceived as such. To protect the individual's rights of all personnel and citizens and to be respectful towards all.

SCOPE

To ensure that all employees/members understand not to communicate information that may be illegal, liable, distasteful and/or harmful to any person, place or thing. To ensure that we do not violate an individual's right to privacy. This is to include department investigations and incidents.

POLICY

Personnel shall not display or post on any Social Media outlets any photographs, videos, specific information pertaining to incidents, investigations, inspections or anything deemed to be a conflict of interest that belongs to or is associated with the Winchester Fire and Rescue Department. Posting/displays projecting a positive image of the department and not revealing any specific information as related to incidents, investigations, and inspections are acceptable. Questions pertaining to any department/city related postings shall be directed to the department Chief(s) or Fire Marshal.

RESPONSIBILITY

All employees are to re-read and understand the following sections from the Comprehensive Employee Management System of the City of Winchester (CEMS) which may pertain to this policy.

- 7.16 Code of Ethics
- 7.18 Media Relations, section G - Social Media

As well as:

- Understanding of the department "Notice of Privacy Practices" brochure
- EMS-06-005 HIPPA Permitted use and Disclosure of Protected health Information