

**TOWNSHIP FIRE DEPARTMENT**  
**CHAPTER 1: ADMINISTRATION OPERATIONS**

Part 2: Administrative Policies

Subject: Electronic Communications

Page 1 of 2

Effective Date: 10-23-06

Section: 1-2-25

Reviewed/Revised Date: 02-28-11

25.01 PURPOSE. Township Fire Department, Inc. (TFD) provides its systems users with the necessary information technology to facilitate electronic communications among Township Fire Department, Inc. personnel, customers, vendors, and other parties in connection with Township Fire Department, Inc. business. This policy governs the usage of such systems and all electronic communications.

25.02 GOAL. To provide a written policy for all TFD members and visitors to follow relating to electronic communication(s) use.

25.03 DEFINITIONS.

A) Township Fire Department Members. Includes all Associate Members, TFD Board Members, TFD employees and firefighters.

B) Visitors. Any non-Township Fire Department Member who may access the Internet via TFD owned or leased equipment.

C) For purposes of this policy, "electronic communications" include but are not limited to the following:

- a. Electronic mail, facsimiles, screen savers, bulletin boards, and instant messaging.
- b. Software and software-created files.
- c. Online services and applications.
- d. Use of the Internet. (All activities connected to the Internet, including but not limited to Web browsing, downloading files and/or file sharing, online chatting, blogs, and newsgroup access.
- e. Use of telephone systems

25.04 BACKGROUND.

Township Fire Department Inc. understands that use of the Internet provides access to applications and databases to their Members whose skills could be enhanced through the use of the Internet. Township Fire Department further understands that limits must be placed on the use of the Internet for any purpose that would reflect negatively on TFD.

**Subject: Electronic Communications**

**Date: 10-23-06**

**Page 2 of 2**

25.05 POLICY.

Members and/or Visitors are not allowed to use Township Fire Department, Inc. electronic communications for the following:

- a. Accessing, sending, forwarding, downloading, printing, or deliberate receipt of: Pornographic, obscene, indecent or other sexually explicit materials, Derogatory or hate messages, Chain letters, Vulgar, defamatory, derogatory, threatening, or otherwise inappropriate electronic communications, Messages, including but not limited to “jokes” and ethnic or racial slurs, that might reasonably be construed as discriminatory or disparaging on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other status protected by law.
- b. Junk e-mail (i.e., e-mail messages that are sent via distribution lists and that concern non business-related topics, such as jokes).
- c. Drug-related Web sites for the purpose of distributing, selling, possessing, manufacturing, transferring, or using controlled substances.
- d. Gambling Web sites.
- e. Deliberately sending e-mail containing a computer Virus.
- f. Engage in any activity that would compromise the security of any Township Fire Department computer system(s).
- g. Members and/or Visitors are not allowed to engage in any unlawful activities or any other activities that would in any way discredit Township Fire Department.
  - a. Passwords shall not be shared with non-TFD Members.
  - b. Internet use must not involve any incremental cost to Township Fire Department, Inc. including, but not limited to, user fees and/or membership costs without prior approval from the Chief and/or Board of Directors.

25.06 VIOLATION OF POLICY.

Township Fire Department, Inc. reserves the right to investigate any potentially inappropriate electronic communication or use of its computer system. System users who violate this Policy will be subject to disciplinary measures up to and including discharge