



DELAWARE CITY FIRE COMPANY, NO. 1, INC.  
815 5TH STREET  
P.O. BOX 251  
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
Public Information & Social Media Policy		
Policy #: 15-015	Original: December 1, 2018	Revised: July 2022
Approval: Company Floor	Date: 7/6/2022	

**Objective:** To explain the guidelines for disseminating information to the public and posting to social media.

**Statement:** This policy is to be followed by all officers, members and employees of the Delaware City Fire Company and establishes the department's social media and instant technology use procedures.

- 15.1 The Chief and President will appoint a Public Information Officer on an annual basis to disseminate information to the public on the department's behalf. Before releasing this information, any and all statements will be approved by the Chief and/or President.
- 15.2 The Delaware City Fire Company appreciates the value of social media but also understands the concerns, and potential issues raised, when information is released prematurely or that may violate a privacy concern. Therefore, no information, videos or pictures obtained while on official company business may be shared or posted in any format without the express permission of the Chief or President.
- 15.3 For the purpose of this policy, social media may be defined as but not limited to: Facebook, Instagram, Twitter, YouTube, Instant Messaging, LinkedIn or any other website or blog spaces.
- 15.4 Officers, members and employees are prohibited from transmitting, in any fashion, photographs or images of individuals receiving emergency medical assistance. Any such transaction may violate Delaware State Laws and/or the HIPPA privacy rights of such individual. Any such transactions may result in criminal and/or civil action against the member or the department.
- 15.5 This policy is not intended to limit your rights to freedom of speech or expression but as a public entity, it has been put into place to protect this organization. Members are advised that their speech either directly, or by means of instant technology whether on or off duty that has a connection to their duties associated with this department may not be protected under the First Amendment.



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- 15.6 As a basic constitutional concept of law, an employee or member of a volunteer organization, may comment on a matter of public concern. Airing personal workplace grievances, company business or disagreements, does not raise a matter of public concern. Therefore, members must follow these guidelines when discussing this department on social media.
- A. Do not use disparaging remarks, false statements, or profane language or any conduct that would damage the department's reputation.
  - B. Do not make any statements, or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class that violates our Anti-Discrimination Statement.
  - C. Make sure you express your personal opinion and not that of the Delaware City Fire Company.
  - D. Do not share confidential or personal information about another member
  - E. Do not display Delaware City Fire Company owned apparatus, logos, uniforms or similar items without permission
  - F. Do not post material that could reasonably be considered to represent the views or position of the department.
- 15.7 All Delaware City Fire Company computer equipment is to be used for official business in a professional manner as outlined in policy 15-004.