

TOWNSHIP OF UPPER DEERFIELD

ORDINANCE 704

AMENDING CHAPTER 8 OF THE RULES AND REGULATIONS OF THE UPPER DEERFIELD TOWNSHIP FIRE DEPARTMENT AND ADDING SECTIONS 1-111 AND 1-112 TO THE STANDARD OPERATING PROCEDURES

WHEREAS, the Township Committee of the Township of Upper Deerfield Rules and Regulations, Standard Operating Procedures and Guidelines for the Upper Deerfield Township Fire Department through the adoption of Ordinance 666; and

WHEREAS, the Township Committee is desirous of modifying the Rules and Regulations of the Upper Deerfield Township Fire Department by adding sub-section (g) to 8.1 of Chapter 8.0 pertaining to Notification of Township Committee Liaison for Public Safety, which will read as follows:

8.1 (g). Anytime a fire department vehicle is to be used for a non-emergency use. (Training out of county, Parades, etc.) Permission will be granted by Township Administrator, if Township Administrator is unavailable, permission will be granted by Township liaison.; and

WHEREAS, the Township Committee is also desirous of modifying the Standard Operating Procedures of the Upper Deerfield Township Fire Department by adding section 1-111 and 1-112 to the Administration Section, which will read as follows:

Standard Operating Procedure 1-111

1.0 PURPOSE

1.1 This standard operating procedure is to ensure that all members utilize the following procedure when a member is unable to perform required duties or off on medical leave before returning to duty.

2.0 APPLICABILITY

2.1 This policy shall apply to all members of the Upper Deerfield Township Fire Department.

3.0 PROCEDURE

3.1 When any member is out on medical leave by a physician for any medical conditions/injuries, said member shall provide to the Fire Company Chief and Township Administrator/Committee a copy of the medical paperwork from the physician.

3.2 When any member has notified line officers that they are unable to physically perform the required duties, the member must provide the Fire Company Chief with a written notification who will then provide a copy of the notification to the Township Administrator.

3.3 In either instance, before returning to full duty, the member shall provide the Fire Company Chief and the Township Administrator/Committee a copy of paperwork from a physician stating that the member can return to duty, with no restrictions; and

Standard Operating Procedure 1-112

1.0 PURPOSE

1.1 This standard operating guideline is to ensure that all members of the Upper Deerfield Township Emergency Services understand the policy regarding Electronic Communications, Internet Usage and Social Media sites on Township owned computers, and/or personal mobile devices.

1.2 Township electronic property or electronic communications systems should not be used for personal gain, including personal businesses, but rather to enhance service to the public.

1.3 Harassment and pornography will not be tolerated. Jokes, junk mail, chain letters and other non-work related items should not be sent or forwarded.

2.0 APPLICABILITY

2.1 This Standard Operating Guideline shall apply to all members of the Township of Upper Deerfield Emergency Services.

3.0 TOWNSHIP POLICY

3.1 This policy is meant to work in conjunction with the Township of Upper Deerfield Personnel Policy that contains directives regarding electronic communications and equipment, and not supersede it.

3.2 Members should be aware that they are responsible for any information they generate or distribute through electronic means while on duty, or while using Mobile devices.

4.0 PROHIBITED USES (Including, but not limited to)

4.1 Any personal use that interrupts Township business and that keeps a member from performing his/her work. .

4.2 Extensive personal use of the internet for any non Emergency services purposes is forbidden.

4.3 Unauthorized downloading and distributing of copyrighted materials (e.g. music, pictures, or other proprietary information).

4.4 Downloading or copying music, including music obtained legally, for non-business purposes onto township computers or servers.

4.5 Unauthorized reading, deleting, copying, modifying, or printing of electronic communication of another user.

4.6 Using the Township's computers for private gain or profit (e.g. online gambling, personal business, etc.).

4.7 Instant messaging through public service providers (e.g. AOL, Yahoo, Face book, Twitter, MSN, etc.).

4.8 Personal software, which allows peer to peer communications between two or more workstations. (e.g. online chat, KaZaa file sharing, etc.).

4.9 Personal use of the township's computers for auctions such as EBay.

4.10 Soliciting for political, religious or other non-business uses not otherwise authorized.

4.11 Non-business related streaming media (e.g. listening to internet radio stations).

4.12 Using township computers for political purpose, including voting. This does not include using equipment designated for public voting at township facilities.

- 4.13 Sending or forwarding junk e-mail, chain letters, or mass mailings.
- 4.14 Theft and/or forgery (or attempts) of messages or electronic documents.
- 4.15 Using, accessing, or transmitting pornographic or sexually explicit materials, offensive, threatening, racial, or hate language or images.
- 4.16 Engaging in any form of harassment, whether sexual or otherwise, or sending any unwelcome personal communication. It is the perception of the recipient that prevails, not the intention of the sender.

5.0 PRIVACY AND MONITORING

5.1 Between the Township and its members and other individuals using the electronic property or electronic communications systems, the individual user has no expectation of privacy. By using the townships electronic property or electronic communications system, including MDT's, each user acknowledges that the township may monitor all such uses. The user specifically consents to the township performing the monitoring function.

5.2 With the exception of the Mobile Data Terminals, The Township does not monitor the content of electronic property, electronic communications or internet access as a routine matter, but reserves the right to do so without notification.

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Upper Deerfield the Rules and Regulations of the Upper Deerfield Township Fire Department are modified by adding sub-section (g) to 8.1 of Chapter 8.0 pertaining to Notification of Township Committee Liaison for Public Safety; and

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that the Standard Operating Procedures of the Upper Deerfield Township Fire Department are modified by adding section 1-111 and 1-112 to the Administration Section; and

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that in all other respects the provisions of the Rules and Regulations and Standard Operating Procedures and Guidelines for the Upper Deerfield Township Fire Department shall remain as heretofore and unaltered by the provisions hereof;

James Crilley, Chairman

Finally June 6, 2013

Attested:

Roy J. Spoltore, Township Clerk

First Reading: May 16, 2013

Publication: May 21, 2013

Publication of Final Adoption: June 13, 2013