

NORTH WHATCOM FIRE AND RESCUE

FIRE DISTRICT POLICY AND PROCEDURE

Number: 0800.001.00

Date: 10/20/11

Area: Information Management

Page: 1 of 3

Subject: Information Management System and Internet Use

Approved:

1.0 General

North Whatcom Fire and Rescue, as part of the overall management of the fire district operates a very complex computer system. The computer system assists with managing all functions within the fire district to include managing all records associated with incident response. The system should be viewed as another tool available to assist all members in the performance of their duties and responsibilities and is viewed as a means to further the district's ability to conduct district related business. It is not a toy, nor, should the system be used for any other purpose than conducting official fire district business.

2.0 Purpose

It is the purpose of this policy to identify the parameters of how the computer system is to be used and define what constitutes proper use.

3.0 Scope

The policy applies to all members who have access to or uses the fire district computer system.

4.0 Policy

4.1 Definitions

Computers: Any programmable electronic device that contains or transmits electronic data, messages, text ideas, or images.

USB Flash Drive: A [flash memory data storage device](#) integrated with a [USB](#) (universal serial bus) interface. USB flash drives are typically removable and rewritable. Also known as a Thumb Drive.

Occasional Use: Use during lunch breaks or less than 5% of the work hours

Intranet: A network operating like the World Wide Web but having access restricted to a limited group of authorized users (as employees of a company)

Internet: An electronic communications network that connects computer networks and organizational computer facilities around the world

WiFi: Wireless computer networking devices

Cancels: New

Revised:

Reviewed:

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Malware: Software designed to interfere with a computer's normal functioning

De minimis Use: the use of the fire district information system(s) when such use could be considered for personal gain, and where such use is lacking significance or importance or would be of such a minor nature so there would not be a personal gain to the user of the information system.

4.2 General Use of Information Management System:

- 4.2.1 Fire district information management systems, including all components such as networks, work stations, laptop computers, printers, routers (wireless or otherwise), and their associated connections are the sole property of North Whatcom Fire and Rescue, and as such, shall be regulated by the fire district.
- 4.2.2 Any and all information contained on any fire district work station, server or laptop computer is the property of the fire district and is subject to inspection.
- 4.2.3 The fire district information management systems are to be used only for official fire district business.
- 4.2.4 The information management system contains information that, by its nature, may be privileged, confidential or sensitive and as such will not be shared, copied, or otherwise distributed unless approved by the Fire Chief.
- 4.2.5 All information transmitted through or stored on the fire district information management system, including all e-mail messages, shall be information strictly related to fire district business.
- 4.2.6 The fire district shall maintain an orderly informational access hierarchy that clearly defines areas within the system and shall grant authorized access to the various files and information contained in the system in a manner consistent with required information needs.

4.3 Use of E-mail and Internet:

- 4.3.1 Only those employees/members or officials of the fire district who are duly authorized to release information or otherwise speak on behalf of the fire district, may speak with, or otherwise release any information to the news media and/or the general public.

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Page: 3 of 3

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4.3.2 Employees/members shall not share fire district information to include pictures of any incident, pictures of training, or pictures of other activities, with anyone using chat groups, Face Book, My Space, or other social media groups without specific permission of the Fire Chief.

4.3.3 Employees/members shall restrict their use of the Internet and e-mail to work – related matters.

5.0 Procedures (Optional)

6.0 Control Mechanisms

6.1.1 The Fire Chief shall be responsible for implementation and enforcement of this policy.

6.1.2 The Fire Chief and/or his/her designee shall review, amend, and/or adjust this policy as needed.

6.1.3 The Board of Fire Commissioners shall review this policy on an annual basis.

7.0 References

Approved:	
	Chairman, Board of Fire Commissioners North Whatcom Fire & Rescue
Date:	

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