

Effective: July 15, 2015

Cross Reference: MTN 2015-07-28

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## CONFIDENTIALITY AGREEMENT-VULCAN COUNTY EMERGENCY SERVICES

### PURPOSE

This policy is to ensure that all Vulcan County Emergency Services personnel, Paid on Call (POC), Volunteer or Part-time Firefighters, and any Contract Services for Vulcan County are aware of the special trust and delicacy of confidential information that they will encounter in the commission of their duties and the consequences of mismanagement of said information.

### POLICY GUIDELINES

1. All members of Vulcan County Emergency Services, including Full-time, Volunteer, Paid on Call, Part-time, or Contract Services members, shall sign and adhere to the conditions of the policy at all times. Failure to do so will result in legal, punitive or disciplinary actions up to and including dismissal.
2. All information in relation to an *incident* is to be considered confidential. This includes, but is not limited to: names of those involved, addresses, action(s) taken, cause and origin, fatalities, damages to property, and assigned responsibility of the *incident*.
3. The taking of pictures or video at an *incident* is strictly prohibited unless for the express purpose of evidence gathering, or for internal training purposes. Photos or video will only be taken under direction of the Incident Commander or the Fire Investigator and will be the sole property of Vulcan County Emergency Services.
4. In consideration of modern technology, it is stated that the posting of picture(s), video(s), comment(s), or opinion(s) on any social media site in any format in regards to an *incident* is strictly prohibited.
5. At no time will members be authorized to speak with the media in regards to an *incident*. All media inquiries will be handled by either the Director of Protective Services or the Regional Deputy Chief as determined under County SOGs'.
6. Any other additional external inquiries in regards to the *incident* will also be directed to either the Director of Protective Services or the Regional Deputy

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Chief as determined under County SOGs'. This includes, but is not limited to: stakeholders, property owners, or elected officials.

**LEGAL**

This agreement will not supersede any legal obligation to disseminate information when required to do so by a court of law.

**ACKNOWLEDGEMENT AND AGREEMENT**

I, \_\_\_\_\_ acknowledge that I have read and understand the Confidentiality Agreement for Emergency Services with Vulcan County. I agree to adhere to this agreement in its entirety and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive or disciplinary action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_