

# Alton Fire & Rescue Department Standard Operating Guidelines (SOG)

SOG 1.1.13 Departmental Information – Confidentiality, Disclosure & Dissemination

**PURPOSE:** To maintain the confidentiality of Departmental information and to maintain the integrity of the Department's mission.

**SCOPE:** All Department members

**SPECIFICS:**

- All information regarding business conducted within the Department is confidential to the operation of the Department and is to only be released with the express permission or consent of the Chief or a ranking officer in charge.
- Information and/or opinions regarding the business of the Department or regarding the business of another fire department or other Town Department is to be maintained within the Department. Publishing such information is prohibited without the express permission or consent of the Chief or a ranking officer in charge.
  - This includes publication in media such as newspapers, radio stations, television stations, Facebook, Twitter, MySpace, YouTube, blogs or any other outlet accessible by the public or individuals not a member of the Department.

**DATE:** Approved September 29, 2009