

**VIRGINIA PROFESSIONAL FIRE FIGHTERS  
I.A.F.F. AFL-CIO-CLC**

**POLICY**

**EFFECTIVE DATE:**

SEPTEMBER 1999

**REVISED DATE:**

**CHAPTER:**

COMMUNICATIONS

**SECTION:**

NETWORK

**SUBJECT:**

Communications Processes

**ISSUED BY:**

PRESIDENT BRAGG

**PURPOSE:** To provide a reliable, rapid and convenient way to disseminate information to all VPFF Affiliates.

All communications will be phrased appropriately. Should read as what you would be willing to say in an open business meeting.

Unless otherwise noted, all VPFF-issued communications are considered confidential.

**CAPABILITIES -**

- A. E-mail
- B. VPFF Web Site
- C. Social Networking

**METHODS -**

- A. E-MAIL: SENDING -** This capability will be limited to the network director, system operator, assistant operator or any member appointed by the VPFF. This limited access will ensure proper handling of E-MAIL. It will also ensure accountability and responsibility. This capability will require a secret password; however, any member with his or her own account may send e-mail.

B. Only the aforementioned may send e-mail from the VPFf account (VPFF e-mail address is: [admin@vpff.org](mailto:admin@vpff.org)).

C. Email communication serves as the secondary platform for VPFf information sharing and communication.

**RECEIVING** - Any member requesting e-mail from the VPFf information Network may do so via e-mail to the communications directors at which time that member's address will be added to the dissemination list. Only subject matter containing legislation, local activities, announcements, topics of special interest and any related materials will be forwarded via the VPFf information network, **ABSOLUTELY NO INAPPROPRIATE MATERIALS WILL BE FORWARDED.**

**USE OF EMPLOYER-OWNED EMAIL ADDRESSES** – Due to potential FOIA implications, the VPFf will not store, nor utilize employer owned email addresses for official communication. Furthermore, registration for VPFf-owned internet accounts will require use of a personal email address.

**LOCAL AFFILIATE ACCESS TO E-MAIL COMMUNICATION** – Official VPFf e-mail messages will be transmitted to affiliate presidents, VPFf board directors, and/or affiliate secretary/treasurers. Local affiliate officers are responsible for dissemination to their membership and for notifying the VPFf Secretary-Treasurer and Communications Director of changes in email contact information. Notification of email changes can be made at [www.vpff.org](http://www.vpff.org).

**D. VPFf Web Site: System Access** – The URL for the web site is: [www.vpff.org](http://www.vpff.org). Submissions for posting on the web site should be made in electronic form. Submissions should be sent to [admin@vpff.org](mailto:admin@vpff.org). Our website

serves as the primary platform for information sharing and communication.

**E. Social Networking-** *This section of the policy addresses the need to protect the property, identity and reputation of the VFFF. The VFFF respect the rights of its members to post and maintain personal websites, blogs, and other electronic media. With the growth of the internet and the limited regulations on its content, the VFFF request members to act in a prudent manner with regard to websites and internet posting.*

*If a member or any group thereof chooses to identify themselves on a website or blog, they should adhere to the following guidelines.*

- 1. Will not disclose any information that is confidential or proprietary to the VFFF.*
- 2. Uphold the VFFF value of respect for the individual and avoid making defamatory statement about members, citizens, partners, other agencies or associations.*
- 3. Act in a manner consistent with the VFFF's public image, respects its traditions, and avoid using the VFFF resources in a derogatory and unprofessional manner.*
- 4. Do not post unauthorized content, which includes but not limited to:*
- 5. The official VFFF seal and may be only used by permission of the VFFF Board.*
- 6. Any confidential or otherwise protected communications.*
- 7. VFFF-sanctioned public communications will be issued via Facebook, Instagram, or Twitter. Other platforms may be added as necessary*
- 8. Closed-group Facebook content is considered proprietary unless noted, or has origins in an external source.*

ANY USER, MEMBER OR OTHERWISE, UTILIZING ANY PORTION OF THE VPFF SYSTEM COMPONENTS MENTIONED ABOVE WILL BE HELD ACCOUNTABLE FOR ALL INFORMATION, FILES AND DATA, SENT OR RECEIVED AND WILL BE LIABLE FOR ANY INAPPROPRIATE BEHAVIOR. ANY MISUSE OF THIS NETWORK WILL RESULT IN LEGAL ACTION BY THE VPFF TO THE FULLEST EXTENT THAT THE LAW WILL ALLOW. BY UTILIZING ANY PORTION OF THE VPFF SYSTEM, ALL USERS ACKNOWLEDGE AND ACCEPT THIS DISCLOSURE.