



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

BOARD OF SELECTMEN

Stephen Philbrick, Chairman
Donald Nuttall, Vice-Chairman
David Burgess
Cynthia Egan
Shelly Lowell

John Madigan, Town Manager
Tricia Roy, Secretary

MEDIA POLICY

ELECTRONIC EQUIPMENT, COMMUNICATIONS, AND USE

Technology has become an integrated part of our daily lives, both at work and at home. To help provide a clear understanding of acceptable use the Town has specific guidelines pertaining to technology and electronic communication to clearly define employee expectations and responsibilities with all Town owned electronic equipment, cell phones, and other personal electronic media devices.

TOWN OWNED DEVICES

All electronic equipment, computers, network and internet services are owned by the Town and are provided solely for use in the Town's business activities. The Town has the right to monitor and review all electronic communications at any time without notice to its employees. Employees have no expectation of privacy in their use in any electronic communication sent or received using Town or private equipment, network, or Internet services. It is also the expectation that no business correspondence be deleted from any of the above-mentioned devices or networks.

The Town recognizes employees may need incidental personal use of its equipment from time to time. This is permitted as long as use does not interfere with an employee's job responsibilities and performance. (Break, lunch and pre/post work hours). Downloading of materials or loading programs/software onto any part of the system without permission from Town's technical staff, Department Head or Town Manager is prohibited.

It is expected all employees will pay for personal photocopying or faxes at the current office rate.

The Town provides cell phones and/or other devices to some employees to carryout employment related duties before, during, and after normal business hours. The Board of Selectmen/Town Manager shall decide which employees will be provided a cell phone or personal device as needed. Incidental personal use is permitted as long as use does not interfere with an employee's job responsibilities and performance.

PROHIBITED USE

Any downloading of materials or loading of programs/software onto any part of the system without permission from Town technical staff, Department Head or Town Manager is prohibited. Use of Town systems may not interfere with system operations or other system users. Users will adhere to all Town policies.

Cell phones or other portable media devices are prohibited from use while operating a motor vehicle, heavy equipment, or any type of mechanical equipment.

Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggesting, threatening, discriminatory, harassing, and/or illegal are strictly forbidden and may result in disciplinary termination and/or other legal action.

Using the Town's electronic equipment, networks, and internet services for any illegal activity or any activity that violates any Town policies and/or procedures may result in discipline up to and including termination, and/or legal action.

The system may not be used to solicit anyone for any commercial, religious, charitable, or political causes, or for outside organizations.

All electronic equipment taken off site by an employee to complete their position responsibilities must follow all Town policies and procedures. Employees are held accountable for the care and use of their electronic equipment and must control access to it.

The use of the equipment by non-authorized personnel and citizens is prohibited. Use of a device in a manner that violates any Town policy may result in discipline, up to and including termination, and/or legal action.

CELL PHONE/PDA WHILE DRIVING

Except in emergency situations, the use of hand-held cell phones or personal digital assistants to make calls during the operation of a Town-owned vehicle or while driving a personal vehicle on Town business is prohibited. Hands-free headsets are acceptable. It is strongly recommended, however, that the operator pull over to the side of the road prior to using the cell phone. Drivers may not use their phones or other personal digital devices, e.g. Androids, iPhones) in any other manner, including but not limited to making or receiving calls (without a hands-free headset); sending, viewing or receiving texts or voice messages of any kind; checking time; looking up information contained on the phone or personal digital devices while operating a Town vehicle, while operating any vehicles on Town-related business, or while operating any Town machinery or equipment with the exception of police and fire personnel who may receive work-related calls in their official capacity.

Drivers are expressly prohibited from texting while operating Town vehicles or while operating any vehicle while on Town-related business.

PERSONAL DEVICES

Professionalism is expected of all Town employees. Employees will limit the use of personal devices during the business day and turn ringers to vibrate or off. If it is necessary to use your cell phone or personal device, find a location away from the public and other employees. During meetings, all devices must be turned to vibrate to avoid disruption of ongoing business.

SOCIAL MEDIA

Social media is any form of online publication or presence that allows multi-directional conversations in or around content on the internet. Some types of social media include forums, message boards, blogs, tweets, wikis and podcasts and some social media applications include Google, Facebook, LinkedIn, Twitter and YouTube. Management understands that social media is pervasive in today's world and that employees may be using social media sites in relation to both work and leisure. Management also recognizes that employees may enhance our service through the appropriate use of social media. However, employees should abide by the following guidelines when using social media. Any violation of these guidelines will be reviewed by Town Manager or designee on case by case basis and may lead to discipline, up to and including termination of employment. This policy is not intended to interfere in any way with employees' legal rights, including employee rights under the National Labor Relations Act to discuss the terms and condition of employment.

Guidelines:

- Dissemination of confidential information about the Town, its employees or members of the public on social media sites is strictly prohibited.
- Employees may not speak on behalf of the Town unless authorized to do so. Any employee commenting on social media about work or the town must make it clear that he/she is commenting in his/her individual capacity.
- Social media sites are not to be used at work, on Town time, or using the Town's computer equipment unless the employee has been authorized to do so to further the Town's interest.
- The Town may discipline employees for posting, writing, or otherwise participating in any contents that is discriminatory, harassing, threatening, pornographic or obscene.
- At no time should an employee make or participate in defamatory remarks against any other departments or employees.

MEDIA RELATIONS

All contact or inquiries from the print, broadcast or internet media must be forwarded to the Town Manager, including Freedom of Information requests.

Employees are prohibited from commenting or providing information to the media without specific knowledge and permission of the Town Manager.

Selectboard members are prohibited from commenting or providing information to the media without specific knowledge and permission of the Chairman.

The Police Chief will be responsible for releasing public information pertaining to non-personnel or internal department business.

The Fire Chief will be responsible for releasing public information pertaining to non-personnel or internal department business.

Release of confidential information, either intentionally or inadvertently is prohibited.

Media Policy Adoption May 20, 2019

Stephen Philbrick, Chairman

Donald Nuttall, Vice-Chairman

David Burgess

Cynthia Egan

Shelly Lowell

I affirm that I have read and understand the Town of Rangeley Media Policy for Employees, Elected, and Appointed Officials.

Signature

Date

Printed Name