

**CCEMS**  
**ADMINISTRATIVE POLICY 300-18**  
**SOCIAL NETWORKING**

**I. PURPOSE**

- 1.1 To ensure employees know and understand both employee and employer privacy rights and prohibited conduct concerning the use of Social Networking.
- 1.2 To outline the expectations of both CCEMS and Coshocton County on employee conduct and define both proper and improper use of the Social Network System.

**II. POLICY**

- 2.1 Social Networking refers to the use of internet websites, such as, but not limited to, Facebook, MySpace, Twitter, YouTube, LinkedIn or any public internet forum, blog or public comment space.
- 2.2 This policy refers to On Duty/Off Duty conduct when accessing Social Networks either by county owned computers, personal computers, cell phones or any other personal electronic device capable of accessing the internet.
- 2.3 All employees will follow already established computer use guidelines set forth in the Coshocton County Employment Manual.
- 2.4 Disclosing ANY patient's Protected Health Information (PHI), Specific or Non-Specific details of patient injuries or medical condition, specific demographic information of call locations, Scene Photo's or video's that may identify a victim by vehicle, house or surroundings, employee/patient harassment and any information considered proprietary to CCEMS business that may eventually be obtained through a valid Public Records Request will ALL be considered a serious violation of this policy and employees will be subject to discipline up to and/or including termination.
- 2.5 Employee/ Employer disputes, work related incidents, harassing or non-harassing attacks on other CCEMS employees, administration, other county employees, Physicians, Nurses, Ancillary Hospital staff, Fire Departments, Law Enforcement or any other public or private service that could be mistaken as derogatory, disrespectful or could be considered defamation of character or service shall be considered a violation of this policy and employees will be subject to discipline procedures up to and including termination.
- 2.6 CCEMS understands that Social Networking can and is an extremely useful tool to gain or share knowledge, share experiences and discuss more effective solutions to enhance excellence in the delivery of emergency medical care. This can be done effectively and well within an individual's First Amendment Rights; however employees should be aware that anything that reflects negatively on individuals or agencies, expressed in this policy, may be used as grounds for discipline procedures.
- 2.7 Employees shall not imply in any posting that they are speaking on behalf of CCEMS and shall include a disclaimer, when speaking on any matters that could be identified with CCEMS. The use of any disclaimer does not "exempt" any employee from this policy.

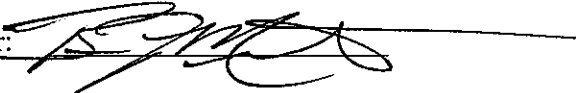
III. PROCEDURE

- 3.1 Violations of this policy will be reviewed, discussed and handled in accordance with the progressive discipline policy contained in the Coshocton County Employment Manual.
- 3.2 Known violations of this policy shall be brought to the attention of the Director or Assistant Director.
- 3.3 Formal discipline will not be issued on "hearsay" alone. All potential violations of this policy will have a complete and factual investigation process by the Director or his/her designee.
- 3.4 Serious matters that concern PHI or potential HIPAA or civil violations may be referred to the Coshocton County Prosecutor for review before or after any discipline measures are taken.

**Note:**

All CCEMS personnel, including CCEMS Auxiliary personnel, are required to review and abide by this policy.

Director: \_\_\_\_\_



Effective: \_\_\_\_\_

1-6-2011

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_