

<b>SUBJECT:</b> Administrative Requirements: Security of Department Business	<b>SECTION:</b> 107.03
<b>REVISED:</b> MARCH 1, 2008	<b>PAGE(S):</b> 2

## PURPOSE

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To assure the security, privacy, and appropriate use of departmental records and information.

## RULES

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- A. An employee shall not reveal the contents of any official fire record, report, or document except as authorized by the Chief, established by departmental procedures, or required by law.
- B. An employee shall not alter, forge, or tamper with any fire record, report, citation, accident report, or other departmental document.
- C. An employee shall not communicate any information of an internal nature that concerns the department, departmental activities, or members to persons outside the organization without authorization of the Fire Chief.
- D. An employee shall conduct official business through channels as indicated in the organizational structure of the department.
- E. An employee shall not speak before any group on City of Reading Fire Department topics, nor prepare for publication any article dealing with the activities of the Reading Fire Department without prior official sanction of the Fire Chief or Safety Director.
- F. Employees shall not publicly criticize or ridicule the Reading Fire Department, its policies or members, by talking, writing or expressing themselves in any manner, when such expression is:
  - 1. Directed towards a person with whom the employee has a working relationship.
  - 2. Stated or inferred as the official position of the department without obtaining the prior approval of the Fire Chief.
  - 3. Improperly disclosed investigative or confidential information.

4. Tending to impair the operation of the department by interfering with its efficiency, interfering with the ability of supervisors to maintain discipline or having been made with reckless disregard for truth or falsity.
- G. Employees shall not make news media releases unless reviewed or authorized by the Fire Chief.