

## STANDARD OPERATING PROCEDURE

EFFECTIVE DATE 10/1/17	PROCEDURE TITLE Media Policy and Procedure	PROCEDURE	PAGE No. Page 1 of 7
MAJOR AREAS AFFECTED All Employees	APPROVED BY Gilda Nuñez Chief, Outreach and Development	REVISES OR SUPERCEDES N/A	
		PREPARED BY Lilian Bohorquez	

**PURPOSE:**

To provide guidelines for authorized Miami-Dade County Animal Services Department (ASD) personnel to disseminate information to the news media and social media.

**POLICY:**

All inquiries from the news media requiring information or an official statement in reference to any ASD-related topic must be directed to the Marketing and Media Coordinator AND the Chief of Outreach and Development.

All interaction between the media and the designated ASD employee serving as spokesperson on a particular issue, and/or spokesperson shall be reported to Director, the Chief of Outreach and Development AND the Marketing and Media Coordinator.

Depending on the specific circumstances, the Director, the Chief of Outreach and Development, and the Marketing and Media Coordinator may designate another ASD employee to serve as spokesperson on a particular issue.

Inquiries regarding department business, public records, discipline, policies, or procedures will be directed to the Chief of Outreach and Development.

ASD personnel will not contact the media directly or provide interviews, data, or documents related to ASD without prior authorization from the Director, Chief of Outreach and Development, or Marketing and Media Coordinator.

All ASD printed or broadcast materials (calendars, brochures, videos, etc.) must be produced in coordination with and approved by the Director through the chain of command.

All images or videos taken by department staff of ASD personnel or operations during working hours are considered department property. Therefore, these are not to be disseminated to the public without the prior approval of the Marketing and Media Coordinator or, in her/his absence, the Chief of Outreach and Development.

The ASD's official name and graphic identifier (seal) are solely to be utilized for official department business. Any unauthorized use to of the ASD's official name and/or graphic identifier on independent publications, videos, pictures, and/or Internet sites is strictly prohibited.

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**RESPONSIBILITY:**

It is the responsibility of the Chief of Outreach and Development and the Director to review and update this policy.

**DEFINITIONS:**

**Media:** Reporters, photographers, videographers, and others representing any news organization or agency.

**Social media:** Applies to multi-media, social networking websites including but not limited to Facebook, Twitter, Instagram, You Tube, etc., blogs and wikis for both professional and personal use.

**Marketing and Media Coordinator (MMC) also PIO:** responsible for disseminating public messages, acts as liaison with media and other outside agencies, and ensures proper department image and protocol is maintained.

**Social Media Specialist (SMS) also PIO:** responsible for monitoring and maintaining community engagement on all ASD social media channels. Assists with spokesperson responsibilities including media inquiries and public records requests.

**Public Information Officer (PIO):** Marketing and Media Coordinator, Social Media Specialist or, in her/his absence, the Chief of Outreach and Development are the assigned spokespersons for the department. Other employees may be designated only with the approval of the aforementioned.

**PROCEDURE:**

**COMMUNICATION REGARDING A SIGNIFICANT INCIDENT/EVENT OR OTHER EMERGENCY RESPONSE**

**Public Information Officer (PIO):** Marketing and Media Coordinator, Social Media Specialist or, in her/his absence, the Chief of Outreach and Development are the assigned spokespersons for the department. Other employees may be designated only with the approval of the aforementioned or the Director.

1. The PIO will assume responsibility for coordinating all interaction with the media, either remotely or by responding to an incident.

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2. The PIO on scene will be responsible for all communication with the media and providing a media staging area.
3. The PIO may designate someone on scene to act as spokesperson, especially when certain individuals have detailed first-hand knowledge of the situation. The PIO may be able to handle media requests.
4. ASD personnel will provide the following information to the PIO and Chain of Command AS SOON AS POSSIBLE:
  - Type and nature of call
  - Location or address of the incident
  - Time received and arrival on scene
  - Description of incident
  - Actions taken by the department
  - Cause of incident, if determined
  - Confirm presence of media on-scene

### PROCEDURES FOR INTERVIEWS/COMMUNICATION WITH THE MEDIA REGARDING A SIGNIFICANT INCIDENT/OTHER EMERGENCY RESPONSE

1. ASD personnel may be asked by the PIO to speak with the media concerning their role in the incident.

Personnel will only be permitted to state the following:

- Facts regarding what they did
- Facts regarding what they saw
- Facts regarding actions of the ASD

**NOTE:**

All questions regarding the activities of other agencies are to be referred to those agencies. ASD will not comment on actions taken by other agencies or their areas of responsibility.

2. Designated spokesperson will NOT do the following:

- Speculate
- Give personal opinion
- Speak regarding Department policy

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- Release information not considered under public domain laws to the media without the approval of the PIO. If the cause of an incident is not yet determined, the response should be "The cause is still under investigation."
- If injury related, ASD will not release any medical information, including type of injury, condition, or identity of patient

### EXAMPLES:

*Appropriate – Incident was reported and the Department is currently reviewing the matter therefore we cannot provide additional information at this time.*

*Inappropriate - A 20-year-old male was treated for a "dog bite/attack" and was air-lifted to Jackson Memorial Hospital in stable condition.*

3. When being interviewed by the media, all ASD personnel will present themselves in a professional manner. Personnel will not wear sunglasses, chew gum, eat, drink, use tobacco products, or use slang, profane, or obscene language during interviews.
4. In order to maintain a positive public image, it is important to present a professional appearance and demeanor at all times.
5. Cause and estimate of damage will not be released to the media unless approved by the PIO.
6. No photos or videos will be released to the media without approval from the PIO.

### NON-EMERGENCY DEPARTMENT RELATED MEDIA REQUESTS

**Refer all non-emergency media inquiries to the MMC.** After normal working hours and on weekends, the Director or Chief of Outreach and Development should be contacted.

### NON-EMERGENCY DEPARTMENT RELATED MEDIA SHELTER VISITS

If media is requesting to visit shelter facilities, they must contact the MMC, SMS or if aforementioned is unavailable, the Chief of Outreach and Development by email.

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The email must contain the following information:

- Name of Person/Organization
- Purpose of inquiry
- Intended time/date they would like to visit

**NOTE:** If MMC, SMS or Chief of Outreach and Development is unavailable to assist media for shelter visit, an ASD designated employee may assist with the approval of the Director or Chief of Outreach and Development.

**Social Media- Facebook, Twitter, Instagram, YouTube, etc.**

Miami-Dade County Animal Services maintains social media sites on Facebook, Twitter and Instagram to date.

The SMS and MMC will monitor content on all official social media sites to ensure a consistent countywide message and for adherence to this policy.

Social media policy applies to multi-media, social networking websites, blogs and wikis.

**1. SOCIAL MEDIA POSTING GUIDELINES**

- a. Only employees designated by the Department Director may use their County e-mail address to create accounts and publish content on authorized County social networking websites.
- b. **All suggestions for posting on ASD social media must be directed to the Social Media Specialist AND the Marketing and Media Coordinator or, in her/his absence, the Chief of Outreach and Development.**
- c. Internet postings must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
- d. If an employee comments on any aspect of the company's business they must clearly identify themselves as an employee and include a disclaimer to the fact. The disclaimer should be something like "the views expressed are mine alone and do not necessarily reflect the views of Miami-Dade County Animal Services."

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- e. ASD social media forums must be structured to focus discussions on a particular interest/event of or related to ASD rather than creating a “public forum.”
- f. ASD publishers may only remove postings based on the guidelines below, not because a comment disagrees with County policy.
- i. Once posted, the county reserves the right to delete these kinds of submissions:
- Vulgar language
  - Personal attacks of any kind
  - Comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation
  - Spam or links to other sites
  - Clearly off topic
  - Advocate illegal activity
  - Promote particular services, products, or political organizations
  - Infringe on copyrights or trademarks
  - Personally identifiable medical information
  - Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations
- g. What Not to Post:
- Information about items in litigation or about claims that could be brought against the county
  - Nonpublic information of any kind; always check with your PIO if unsure
  - Personnel, sensitive or confidential information of any kind
  - Medical information that violates a person’s Health Insurance Portability and Accountability Act (HIPAA) protections
- \*View list of lead social media publishers for contact information.
- h. Authorized use of County equipment and networks is regulated by ITD under Administrative Order 5-5 (Attachment 1). Users should be aware that ITD may monitor and audit network use, that all communications on County equipment fall under the state’s Public Record laws,

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and that Department Directors are responsible for ensuring the resources are used appropriately.

### FILMING AT ANY ANIMAL SERVICES FACILITY

**Photography and Video/Audio recording is not permitted unless approved by Building Manager.**

**Section 2-11.14 of the Miami-Dade County Code specifically states that “No person shall film within a publically-owned site, facility or right-of-way within the participating incorporated or unincorporated area of Miami-Dade County without first obtaining a permit” (Attachment 2).**

Anyone looking to apply for a film permit may do so at [www.filmiami.org](http://www.filmiami.org) . The application process is online.

**Contacts:**

[ASDcomm@miamidade.gov](mailto:ASDcomm@miamidade.gov)

**\*Official social media publishers contact information:**

[ASDcomm@miamidade.gov](mailto:ASDcomm@miamidade.gov)

**Administrative Order****Administrative Order No.:** 5-5**Title:** Acquisition, Assignment and Use of Telecommunication Devices and Network Resources**Ordered:** 04/20/2009**Effective:** 04/20/2009**AUTHORITY:**

Section 5.02 of the Miami-Dade County Home Rule Amendment and Charter

**SUPERSEDES:**

This supersedes Administrative Order 5-1 ordered and effective March 16, 1982; Administrative Order 6-6 ordered May 9, 2006 and effective May 19, 2006; Administrative Order 6-7 ordered December 7, 1999 and effective December 17, 1999.

**POLICY:**

Miami-Dade County provides telecommunication devices and network resources to its employees to support the effective delivery of services to County residents. This Administrative Order addresses the assignment and use of both wired and wireless telecommunication and network resources used to conduct County business.

Telecommunication and network resources include, but are not limited to: computers, cellular telephones, pagers, and other wireless devices, telecommunication equipment, access points, switches, routers, data, data storage devices, network capable devices, Internet and e-mail services, phones, radios, wireless transmission equipment and devices, and any other related County owned or operated information technology hardware or software resource.

As communications technologies continue to evolve, it is the policy of Miami-Dade County to review and approve the use of new devices and to phase out old technologies where economical and practical. Assignment and use of telecommunications devices and associated contracts shall be reviewed at least annually to ensure currency, timely adoption of new technologies and to safeguard the integrity of the County's communications infrastructure. Any County department or agency eligible for, and desiring access to the County's telecommunication and network resources will be provided access under the terms and conditions of this policy. Violation of this policy may result in restriction or revocation of access to these resources and may be grounds for disciplinary action up to, and including termination of employment.



Given the importance of communications and related computing devices and the need to protect data, information privacy and to ensure network security, it shall be the policy and practice of Miami-Dade County to maintain an inventory of telecommunications assets by department, tracked through its lifecycle, irrespective of the monetary value of the device.

**RESPONSIBILITY:**

The Enterprise Technology Services Department (ETSD) shall have administrative responsibility for this Administrative Order. However, Information Technology advisory bodies with responsibilities for recommending policies and standards, as may be appointed by the County Manager, will serve as the forum to discuss and promote updates to the Administrative Order that may be required after its initial adoption.

ETSD is responsible for the coordination and implementation of the policies established through this Administrative Order, as well as related procedures under its scope. It is the explicit responsibility of the Department, working in close cooperation with the Information Technology advisory bodies, as determined by those bodies, to manage the County's telecommunication network and set technical and security standards. ETSD will also set device usage and access protocols, issue telecommunication devices as necessary, manage provider contracts and provide billing, reporting and usage analysis to County Departments.

Directors in the using departments are responsible for the day to day use, control and monitoring of telecommunications devices and to ensure the resources are utilized appropriately. Without exception, it is the responsibility of departments to monitor such usage and costs, and to generally manage the usage of telecommunications resources in full accordance with this policy, governing laws and regulations. Periodic reports will be provided by ETSD to the County Manager concerning departmental usage.

The County Manager may at his discretion delegate the management and administration of individual networks, services and associated communications contracts to individual departments or agencies and to revoke such delegated authority. Departments charged with such responsibility shall adhere to all the provisions of this Administrative Order.

Enterprise Technology Services Department (ETSD)

It is the responsibility of the Enterprise Technology Services Department (ETSD) to:

- Evaluate wireless equipment and service carriers, manage provider contracts and provide reports, billing and usage analysis to departments;
- Set telecommunications and security standards for computers, protection

of sensitive data, telephones, network access, radios, wireless devices, and all related equipment;

- Upon approval by the designated approving authority, and in accordance with approved technology standards, evaluate, acquire and install the equipment as necessary with the associated services, pursuant to established procedures;
- Establish and administer specific operating procedures addressing and relating to: maintenance, repair and equipment warranties; lost, stolen or surplus equipment; customer service requests; telephone records; billing and charge-back costs; user training; vendor coordination, appropriately restricting access to County telecommunication and network resources, protection against theft or loss of sensitive or confidential data, real time detection of unauthorized use of assets and attempts to bypass security controls, ability to respond efficiently to computer security incidents and limit damage to the County's assets arising from such incidents, threat and vulnerability management (including proactive remediation of security vulnerabilities), ability to attribute network access to individuals and to monitor and audit their actions, and other issues related to the management of the County's telecommunications resources;
- Administer the maintenance and back-up functions related to the County's telecommunication and network resources;
- Provide periodic reports as necessary, to departments/agencies and the County Manager on usage, costs, security compliance and management issues;
- Review and process requests by departments for telecommunications devices and network access in accordance with the County's telecommunications standards and procedures;
- Issue telecommunications devices to eligible employees as necessary and provide for secure and appropriate access to the County's network, ensuring that data cannot be easily manipulated or accessed by unauthorized parties;
- Review and approve/disapprove all new devices for use within the County's communications network with respect to network compatibility, security and overall network integrity;
- At least annually (or more frequently if needed) request a review the County-wide assignment and use of telecommunications devices and associated contracts to ensure currency, timely adoption of new technologies where appropriate and feasible;
- Manage the County's inventory of telecommunications devices; develop adequate procedures to maintain the inventory surplus, to remove devices from the inventory and to maximize investment recovery;
- Provide general oversight of the usage, cost, security and integrity of the

County's communications network;

- Utilize available County procurement vehicles, as established by the Department of Procurement Management, to acquire communications devices and associated services;

#### Department/Agency Director

It is the responsibility of the Director of the department or agency requesting, accessing or using the County's telecommunication and network resources to review, approve, monitor and manage the assignments and day-to-day use of the resources by departmental staff. The concerned Department Director is accountable and responsible to ensure that all County policies, state and local laws are adhered to and procedures followed. More specifically, the Department/Agency Director shall be accountable to:

- Review and approve applications for issuance and assignment of County telecommunications devices to individual employees for County business;
- Provide adequate operational justification for telecommunication requests to ETSD including estimated usage levels, detailed operational necessity and justification;
- Obtain all necessary approvals as needed prior to forwarding the request to ETSD for final review and action;
- Ensure the appropriate and proper use of the assigned resources consistent with this and other administrative orders, laws and guidelines governing the use of County resources;
- Review and track costs, verify invoice amounts against planned costs and service levels, monitor the use of County equipment and ensure compliance with contractual terms;
- Take appropriate actions as necessary to remove surplus telecommunication equipment and services based on, but not limited to, technology obsolescence, costs, inappropriate use etc;
- Take appropriate disciplinary actions as necessary including but not limited to revocation of employee privileges up to and including dismissal as a result of violations, inappropriate use of the technology, abuse and other undesirable use of the technology;
- Take physical inventory of telecommunications devices as stipulated by ETSD and submit timely inventory listings to ETSD to update the County's inventory, to ensure continued compliance with approval criteria and for final reporting to the County Manager;
- Ensure that unwanted services are promptly disconnected, services terminated and billings discontinued; and
- Immediately terminate services and disable employee, contractor and

other interim accounts as soon as they separate from the County or as needed when employee responsibilities change. Services for employees transferring to another County department shall be reviewed and transferred to the extent necessary as approved by the department to which the employee is being transferred

#### County Employees:

Employees assigned County telecommunications devices and resources are responsible for their proper use, consistent with legal requirements, this and other administrative orders, and guidelines governing the use of County resources. This policy and associated regulations also apply to employees who access the County's network using personal devices whether or not the County subsidizes (wholly or in part) such devices and associated communications plans. Employees using and accessing the County's network and associated devices shall not transfer such privileges and/or equipment to any other person without expressed written authorization by their Department Director. The Department Director will promptly request ETSD to transfer the assignment of such assets as needed. Employees shall use the equipment in accordance with the provisions outlined in the section labeled: Authorized Use of Telecommunications Devices. Violations, inappropriate use of the technology, abuse or other undesirable use may result in the revocation of the employee's privileges and the administration of disciplinary action as necessary, up to and including dismissal.

#### **APPROVAL OF WIRELESS TELECOMMUNICATION DEVICES:**

All wireless telecommunications devices to be used by County departments must be approved by the respective Department Director. All departmental requests must be submitted with the necessary approvals to ETSD via a service request application form as established by ETSD. Each application for service/network access shall be accompanied by an appropriate service and operational justification. Justifications should include one or more of the following criteria;

- The services being requested are for executives, including Assistant Directors and executives of higher classification who require the device to conduct business for and on behalf of the County.
- The services are required for use by Miami-Dade County public safety officials including the Police, Fire, Correctional officers, or other public safety officials who require such a device in performing their duties for the protection of life and property.
- Regarding wireless devices, the services being requested are for County staff whose job requires the employee to:
  - Make and receive phone calls and/or messages crucial to the immediate safety and/or protection of life and/or property while in transit.

- The user's job requires making and receiving phone calls and/or messages while in transit, and delayed communication would cause a significant interruption in delivery of important services or a major negative economic impact to the County.
- Exeditiously and frequently communicate with others in providing County services in the absence of other telecommunications methods such as fixed telephones, pagers, two-way radio, voice mail, electronic mail, or fax machines to provide cost effective, satisfactory communications.
- The user's communications needs cannot be met through use of shared or pooled departmental resources including wireless devices.

**EMERGENCY SERVICE REQUESTS:**

Emergency requests for telecommunication services are allowed under special circumstances only, and shall not be used as substitute method of obtaining services. Emergency requests require, at a minimum, an e-mail request from the Department Director to ETSD for the immediate term and a formal application for the services if service is to be continued beyond 30 days.

**BILLING AND ACCOUNT MANAGEMENT:**

The County may choose to provide telecommunications devices (through various means) to qualified employees as it meets the best interest of the County with respect to service levels, costs controls, system integrity and acceptable usage. Consequently, the County will adhere to the following methods in managing the telecommunication equipment issued to eligible employees.

1. Issue a County-owned device where the County always owns the device and the account. The County may also choose other methods of assigning devices and allowing network access where such methods are in the best interest of the County
2. For cellular and PDA devices, each device will include a service package (including minute limits where applicable) that best suits the work the employee is expected to perform within the standards established by ETSD.
3. Department directors are accountable for reviewing service billing, accessing usage, and taking appropriate action to reduce plan costs where appropriate if the equipment is underutilized or appropriate corrective action where standard service plan costs are being exceeded.
4. Employees are prohibited from exceeding service plan limits (where the County pays for such minutes) unless such increase in usage is justified for conducting County business. Accounts of employees who exceed their assigned service plan charges must be revised and appropriate corrective action taken to upgrade service plans where justified, or to take

disciplinary actions as appropriate if they exceeded their service plan as a result of use prohibited by this Administrative Order.

5. Employees are prohibited from making personal long distance calls that attract a toll charged to the County, whether domestic or international, using the County's land lines or other communications devices.
6. Employees who need upgraded service plans to conduct County business must justify the need using proof from monthly billing and other supporting data.

The County reserves the rights to terminate or modify these business practices as technologies change, propagate and become universally accepted and more commoditized, costs of services and ownership change, or as needed to maintain data security and network systems integrity. ETSD will establish and periodically review procedures to be adopted for specific technologies.

#### **AUTHORIZED USE OF TELECOMMUNICATIONS DEVICES:**

Generally, County issued telecommunications equipment or equipment paid for by the County is to be used for County business. It is the responsibility of each County employee who is granted access to these resources to adhere to these guidelines policies when using or accessing the County's technology and network resources. Users working on County premises and those connecting from remote locations will be held to an equal standard of conduct for the appropriate use of the technology and network resources.

Notwithstanding the above restrictions, this Administrative Order provides employees with limited privileges for incidental personal use of telecommunications resources. Employees may utilize, on a limited basis, their assigned information technology tools for personal use during breaks, or at other times with the permission of their management. Examples of permissible usage include web searches for personal research, self-study and application for County jobs, which shall be performed in a safe and responsible manner that does not interfere with job responsibilities or violate any of the provisions of this Administrative Order. Given that telecommunication equipment is provided to support County business, the employee's incidental use of such equipment for personal reasons is not entitled to any rights of privacy.

All County employees implicitly recognize and accept the published standards for appropriate use and will confine their activities to those not excluded by policy and guidelines including but not limited to the following prohibited uses:

1. Use of the technology and network resources that may be in violation of Federal, State or local laws, regulations, administrative orders or departmental rules;
2. Use of cellular phones while operating a County owned vehicle, unless the device is operating in a hands-free mode, consistent with Section 30-421 of the County code;

3. Activities which could subject the County to civil or criminal liability, such as:
  - a. Illegal discrimination based upon race, nationality, ethnic origin, religion, sex or other protected classes
  - b. Copyright violations and violations of software licenses
  - c. False advertising
4. Attempting to, or bypassing security measures ("hacking"), or exploiting vulnerabilities that may be present in the County's network;
5. Representing oneself as a spokesperson and/or making commitments on behalf of the County or a department without authorization or representing oneself as another person;
6. For personal or commercial financial gain, mass production of information, mailings, etc;
7. Exposing sensitive County information such as security specifics, copyrighted software products, or information deemed sensitive or confidential under the Public Records Act, Chapter 119, Florida Statutes or information that the sender is not authorized to release;
8. Violation of personnel or departmental rules, or for partisan political or religious activities;
9. Distribution of messages that are, abusive, threatening, pornographic, or sexually explicit, or to convey hate messages or images;
10. Transmitting messages, images or sounds to others that are offensive to a reasonable person because they contain lewd images, language or comments of an inappropriate personal nature, or are intended to harass or annoy;
11. For illegal, fraudulent, or malicious activities;
12. Disclosing a personal password or using any means to obtain and/or utilize the passwords of others without authorization;
13. Maliciously damage or delete another user's files;
14. Originating or intentionally propagating computer viruses, spam and/or chain letters.
15. Playing recreational games, except as part of an instructional tutorial;
16. Attempting to circumvent security restrictions, except when sanctioned by management in order to test security;
17. Installing hardware or software onto the County's network or computers without the appropriate approvals;
18. Storing of data files for unacceptable use as defined by this Administrative Order or other Federal, State and County laws;

19. Broadcasting messages to all users, except when approval is obtained from the County Manager or designee.

**PUBLIC RECORDS:**

Chapter 119 of the Florida Statutes, commonly referred to as the Public Records Law, makes every government record public unless there is a specific exemption approved by the State Legislature. Under this law, computerized public records are treated in the same way as documents written/printed on paper. Electronic and other records are subject to retention schedules established by the State of Florida. Inquiries regarding the retention schedules should be forwarded to the Clerk of Courts, Office of Records Management.

Official Miami-Dade County electronic files, documents or electronic transmissions (as defined by law) in an employee's account are considered to be public record, and may be subject to inspection, as permitted by law. Miami-Dade County reserves the right to review employees' files, documents, e-mail, or use any data created or stored on County technology and network resources as it deems appropriate. The County also reserves the right to monitor, log and review all electronic communications originating from, or received by, County equipment. All applicable United States, State of Florida and Miami-Dade County laws and policies will govern the inspection of electronic files, as well as, any action resulting from such inspection.

County Mayor

Approved by the County Attorney as  
To form and legal sufficiency \_\_\_\_\_



## Implementing Order



**Implementing Order No.:** 4-34

**Title:** Permitting of Film and Video Tape Productions

**Ordered:** 09/20/2007

**Effective:** 10/01/2007

**AUTHORITY:**

Section 2-11.14 of the Miami-Dade County Code.

**SUPERSEDES:**

This Implementing Order supersedes previous Implementing Order 4-34, ordered July 23, 2002, and effective August 2, 2002.

**POLICY:**

The responsibility for issuing permits and establishing and collecting fees for use of County property, equipment and personnel by film or videotape producers, formerly administered by the Office of the Mayor, is hereby centralized in the Department of Film and Entertainment to provide applicants a one point contact and expedite permit procedure requirements.

**PROCEDURE:**

Application for Permission to Film:

Any person, firm, corporation or association desiring to take still or moving pictures that involve use of special settings, structures or apparatus, or the performance of a cast of persons on property owned by or under the control of Miami-Dade County, Florida or any of its agencies, or within municipalities participating in Miami-Dade County's One Stop Film Permitting process, shall apply to the Department of Film and Entertainment for permission by-submitting an Application for Permission to Film.

**INSURANCE:**

All applications must be accompanied by a certificate of insurance naming Miami-Dade County, and/or any participating municipality where filming will take place, as a co-insured party. Minimum coverage for general liability including auto liability shall be \$1,000,000 with additional coverage required in unusual circumstances.

The applicant shall agree to assume all risks and be solely responsible for damages or injury to property or persons and hold harmless the County, its officers and employees, from any and all claims, suits, losses, damages, or injury.

**BOND:**

The County may require the Permittee to provide a bond, cash or surety, to insure performance of any agreements or conditions of a Permit. The amount of said bond will be determined by the County Manager or his designee.

**FEES:**

A non-refundable \$100 Film Permit application processing fee will be charged at the time of application for a Film Permit, which will be valid for a period of 28 days beginning on the first day of filming as set forth in the permit application. Productions that exceed the stated 28 day period will require renewal(s) of the Permit at \$100 per additional 28 day period. Students and faculty filming exclusively for educational purposes are exempt from the application fee. Additional fees will be charged to defray any special costs, exclusive of administrative costs, in providing personnel, equipment, or property for use by film or videotape producers. Fees will be assessed based on detailed information provided by the applicant regarding anticipated use of personnel, equipment, or property. Such fees will be collected at the time the permit is issued. If modification of anticipated permitted activities is necessary, modification of the Permit and the fees will be required.

**COMPLIANCE WITH PERMITTED ACTIVITIES:**

Department directors or their designated representatives may be present at the site of any film or videotape production using County personnel, equipment, or property. Such representatives may order production to cease, upon determination that such activities: unduly impede government business or public access; conflict with previously scheduled activities; imperil public safety; violate provisions of the permit. The County Manager shall determine whether or not such activities shall be permitted to resume.

The Implementing Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

County Manager