

Fire District No. 3

Township of Hanover, County of Morris

GUIDELINES FOR THE APPLICATION OF MESSAGES TO BE DISPLAYED ON THE ELECTRONIC SIGN BOARD

1) Forward

- i. The Electronic Sign Board was purchased with the specific intent of providing a flexible platform for the relaying of messages of certain content. The Electronic Sign Board is to be used to relate Board information, Fire Company information and Township of Hanover Information as well as any emergent reporting. Best practices require that guidelines be established to provide for the use of said Electronic Sign Board and certain restrictions of utilizing the Electronic Sign Board.
- ii. In the event that a matter arises, which was not anticipated within these guidelines, the Board of Fire Commissioners shall make any final determination as to the appropriateness of the use, or the methods of resolving any issues surrounding the requested use of the Electronic Sign Board.

2) Display

- i. Display of items should be clearly discernable and in a font which is sized to provide easy reading
- ii. Display shall be timed to allow for reading of complete messages
- iii. The day/night feature shall be utilized to avoid excessive brightness or cause a distraction to motorists

3) Content

- i. Content shall be approved by the Board of Fire Commissioners, or by their designee, consistent with these guidelines.
- ii. The following entities shall be permitted to use the Electronic Sign Board for posting messages:
 - a) The Fire District
 - b) The Fire Chief
 - c) The Cedar Knolls Fire Department
 - d) The Township of Hanover and/or any recognized agency within the Township
- iii. Content shall be restricted to messages that will benefit the community and shall include but not be limited to:
 - a) Community Events
 - b) Meetings/Notices
 - c) Recruitment/Retention
 - d) Emergency Notices
 - e) Requests for Community involvement
- iv. Prohibited Content shall include:

- a) Solicitation of Funds
- b) Advancement of Political or Religious agendas
- v. With the consent of the majority of the Board of Commissioners, content may include:
 - a) Recognition of an individual, or group of individuals consistent with a meritorious achievement

4) Access

- i. Computer access shall remain locked at all times, unless an authorized individual is utilizing one of the components within the designated room.
- ii. Video surveillance shall be maintained at all times on the door accessing the computer area
- iii. Keys shall be adequately marked, and a log of those possessing keys shall be maintained by the Administrator of the District
- iv. All web access and access to the computer shall be through a well maintained firewall
- v. All passwords and user names shall be reported to, and maintained by the District's Administrator