



WARREN COUNTY FIRE ACADEMY



Fire Academy Intellectual Property

SUBJECT: Fire Academy Intellectual Property

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Section 1: **PURPOSE**

1.1 The Academy has and will continue to freely share information with the emergency service community at large. The Academy, will however, protect and retain the rights to original works developed by the Academy and its employees.

Section 2: **DEFINITION**

2.1 "Original works" include, but is not limited to:

- 2.1.1 Any written works, including books, journal articles, texts, glossaries, bibliographies, study guides, course descriptions, lesson plans, syllabi, tests, test answers, and proposals.
- 2.1.2 Lectures
- 2.1.3 Films, videos, charts, PowerPoint presentations or other visual aids.
- 2.1.4 Video, audio recordings and transcripts
- 2.1.5 Programmed instruction materials
- 2.1.6 Computer programs and non-copyrighted information in distance education courses.

Section 3: **ACADEMY OWNERSHIP**

- 3.1 If an employee/s produces materials in the performance of assigned duties, then the Academy shall own such materials.
- 3.2 Academy materials shall not be shared with any person/s, agency or publication outside of the Academy without documented permission from the Academy Coordinator.



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Section 3: **REPEALER**

- 3.1 Any order, policy or directive of a previous administration on this subject matter and in conflict with it is hereby repealed.
- 3.2 Should another order, policy or directive of this administration appear to conflict with this general order it shall be brought to the attention of the Academy Coordinator who shall make the determination and issue amending orders, if needed.
- 3.3 This policy is not in conflict with similar policies set forth by the County of Warren, Warren County Department of Public Safety, or the Warren County Community College.