



CHAPTER 20: PUBLIC INFORMATION AND COMMUNITY RELATIONS	POLICY # 20.2 SOCIAL NETWORKING AND INTERNET POSTINGS
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Date Implemented: 07/01/2020	Review Date:

Purpose

The purpose of this policy is to direct the employees of this agency with respect to the use of the internet, the world-wide web, and social networking as a medium of communication impacting this department.

Policy

The internet, blogs, Twitter, the world-wide web, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of this agency.

It is essential for every employee of this agency to recognize that the proper functioning of any law enforcement/public safety agency relies upon the public's confidence and trust in the individual employees and this agency to carry out the law enforcement and public safety functions. Therefore, any matter which brings individual employees or the agency into disrepute has the corresponding effect of reducing public confidence and trust in our agency, thus, impeding our ability to work with and serve the public. Professionalism is the most significant factor in high level performance which in turn builds the public confidence and trust. While employees have the right to use personal/social networking pages or sites, as employees of this agency, they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics. As such, the policy of this agency is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of our agency. Any publication, through any medium which is potentially adverse to the operations, morale, or efficiency of this agency will be deemed a violation of this policy.

On-Duty Procedures

Employees of this agency are prohibited from posting, or in any other way broadcasting, without prior agency approval, information on the internet, or other medium of communication, the business of this agency to include but not limited to:

- Photographs/images relating to any investigation of this agency
- Video or audio files related to any investigation of this agency
- Video, audio, photographs, or any other images which memorialize a law enforcement related action of this agency

Off-Duty Procedures

Employees of this agency who utilize social networking sites, blogs, Twitter or other mediums of electronic communication in their off-duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast in a manner which is detrimental to the mission and function of this agency.

Employees shall not use a social networking site or other medium of internet communication to post any materials of a sexually graphic nature.

Employees shall not use a social networking site or other medium of internet communication to post any materials which promote violence.

Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of this agency.

Applicants

All candidates seeking employment with this agency shall be required to complete an affidavit indicating their participation in any social networking sites. This affidavit shall include the name of the sites. The candidate shall provide the agency with access to their site as part of any background examination.

Administrative Investigations

Employees who are subject to administrative investigations may be ordered to provide the agency with access to the social networking site when the subject of the investigation is directly, narrowly, and specifically related to the employee's performance or ability to perform his or her function within the agency or when the subject of the investigation is potentially adverse to the operation, moral, or efficiency of the agency.