

Checklist for Policy 903 Implementation
Social Media

| # | ITEM | YES | NO | N/A |
|----|--|-----|----|-----|
| 1 | Is a copy of this Policy available to all commissioned officers? | | | |
| 2 | Is there a training roster or other documentation showing that officers were trained on this policy? | | | |
| 3 | Are personnel knowledgeable on this policy (establish through verbal discussion with personnel)? | | | |
| 4 | Does the department have any social media pages? | | | |
| 5 | Do the department's social media pages have an introductory statement that specifies the purpose of the agencies presence on the website? (section IV.A.1.a) | | | |
| 6 | Are the social media pages linked to the agencies official website? (section IV.A.1.b) | | | |
| 7 | Do the pages have an opinion disclaimers, public disclosure disclaimers and state that the page is monitored for content? (section IV.A.2.d) | | | |
| 8 | Have all social media pages been approved by the Chief? (section IV.A.2.a) | | | |
| 9 | Is the department prepared to comply with public records law and records retention schedules for the social media content? (section IV.A.2.c) | | | |
| 10 | Does the department authorize use of agency computers to access social media? (section IV.B.2) | | | |
| 11 | Does the department assign personnel to check social media for content related to job applicants? (section IV.B.5-10) | | | |
| 12 | Have any personnel be counseled for their speech or content on social media sites?(section V.A.1-12) | | | |
| 13 | Are the department's SOPs or policies consistent with this policy? | | | |

Policy Concepts

- This agency endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity.
- Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives.
- The personal use of social media can have a material bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by agency personnel.
- Reporting violations— Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

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- As public employees, personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee’s professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department.