Policy #	Related Policies:
Internet Postings/Social Networking	
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 The Pawnee County Sheriff's Office for non-judicial administrative action in accordance with the laws governing employee discipline.	
Applicable Oklahoma Statutes:	
CALEA Standard:	
Date Implemented:	Review Date:

- I. Purpose: The purpose of this policy is to direct the employees of The Pawnee County Sheriff's Office with respect to the use of the Internet, the worldwide web, and social networking as a medium of communication impacting The Pawnee County Sheriff's Office.
- **II. Policy:** The internet, blogs, twitter, the worldwide 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 The Pawnee County Sheriff's Office.

III. Procedure:

- **A.** Employees of The Pawnee County Sheriff's Office are prohibited from using agency computers for any unauthorized purpose including surfing the internet or participating in social networking sites.
- **B.** Employees of The Pawnee County Sheriff's Office 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 The Pawnee County Sheriff's Office to include but not limited to:
 - **a.** Photographs/images relating to any investigation of The Pawnee County Sheriff's Office.
 - **b.** Video or audio files related to any investigation of The Pawnee County Sheriff's Office
 - **c.** Video, audio, photographs, or any other images etc. which memorialize a law enforcement related action of The Pawnee County Sheriff's Office.
 - **d.** Logos/Uniforms/Badges or other items which are symbols associated with The Pawnee County Sheriff's Office.

- **e.** Any other item or material which is identifiable to The Pawnee County Sheriff's Office.
- **C.** Employees of The Pawnee County Sheriff's Office 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 The Pawnee County Sheriff's Office or otherwise impairs the efficiency of The Pawnee County Sheriff's Office.
 - a. Employees shall not use references in these social networking sites or other mediums of communication that in any way represent themselves as an employee of The Pawnee County Sheriff's Office without prior agency approval. This shall include but not be limited to:
 - i. Text which identifies The Pawnee County Sheriff's Office.
 - ii. Photos that depict the logos, patches, badge or other identifying symbol of The Pawnee County Sheriff's Office.
 - iii. Accounts of events that occur within The Pawnee County Sheriff's Office where such information would reveal non-public information under state law; would violate confidentiality provisions of law; would impact ongoing investigations; or would otherwise impact the efficient operations of The Pawnee County Sheriff's Office.
 - iv. Any other material, text, audio, video, photograph, or image that would be identifiable to The Pawnee County Sheriff's Office.
 - **b.** Employees shall not use a social networking site or other medium of internet communication to post any materials of a sexually graphic nature.
 - **c.** Employees shall not use a social networking site or other medium of internet communication to post any materials which promote violence.
 - **d.** Employees shall not use social networking or other medium to promote or disseminate information in favor of recognized subversive entities.
 - **e.** 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 The Pawnee County Sheriff's Office or otherwise impact agency efficiency.
- D. Employees of The Pawnee County Sheriff's Office are prohibited from using their title as well as any reference to The Pawnee County Sheriff's Office in any correspondence to include emails, postings, blogs, twitter, social network sites such as Facebook, unless the communication is of an official nature and is serving the mission of The Pawnee County Sheriff's Office. This prohibition also includes signature lines in personal email accounts. An employee may seek agency approval for such use.
- **E.** This policy shall not infringe on an employee's constitutional rights. Opinions stated on social media are those of the employee and not of the Pawnee County Sheriff's Office.