



Internet Postings/Social Networking	Related Policies: Hiring
<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>	
Applicable Arkansas Statutes: A.C.A. § 21-1-503, A.C.A. § 11-2-124	
CALEA Standard:	
Best Practices:	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to direct the employees of this department with respect to the use of the Internet, the worldwide web, and social networking as a medium of communication impacting this department.
- 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 that is detrimental to the mission and function of this department.
- III. **Procedure**
 - A. Employees of this department are prohibited from using department computers or other departmental electronic devices for any unauthorized purpose.
 - B. Employees of this department are prohibited from posting, or in any other way broadcasting, without prior department approval, information on the internet, or other medium of communication, the business of this department to include but not limited to:
 - i. Photographs/images relating to any investigation of this department.
 - ii. Video or audio files related to any investigation of this department
 - iii. Video, audio, photographs, or any other images etc. which memorialize a law enforcement related action of this department.
 - iv. Logos/uniforms/badges or other items that are symbols associated with this department.
 - v. Any other item or material that is identifiable to this department.
 - C. Employees of this department who utilize social networking accounts and sites, blogs, twitter or other mediums of electronic communication, whether on or off-duty, shall maintain an appropriate level of professionalism and appropriate

- F.** If an employer / member of this department inadvertently receives an employee's username, password, or other login information to the employee's social media account through the use of an electronic device provided to the employee by this department or a program that monitors this department's network, the employer/this department is not liable for the information but *may not use the information to gain access to the employee's social media account.*
- G.** Nothing in this policy prohibits the department from viewing information about a current or prospective employee that is publicly available on the Internet.
- H.** Administrative Investigations: Employees who are subject to administrative investigations may be ordered to provide the department with access to their social networking account and 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 department or when the subject of the investigation is potentially adverse to the operation, morale, or efficiency of the department.
- I.** Nothing in this policy shall prevent an employee from communicating with an elected official about their employment unless the matter is exempt from disclosure under the Arkansas Freedom of Information Act.
- J.** A public employer shall not be prohibited from disciplining a public employee who has intentionally made an untrue allegation to an elected public official concerning a matter related to the public employee's job.