



LARAMIE COUNTY GOVERNMENT

TITLE Social Media	APPROVAL DATE 12/20/2016
SECTION Workplace Expectations	REVISION DATE N/A

Personal use of social media is never permitted on working time by means of the County's computers, County-issued mobile devices, networks, and other County IT resources and communications systems. Communications made using County communication systems may be subject to the Public Records Act and therefore subject to public disclosure. Use of personal mobile devices during work time should be kept to a minimum.

All social media postings on behalf of the County must be preapproved and sent by authorized employees. Absent express supervisory approval, employees should not engage in official County business on personal social media pages. No one may create a social media account on behalf of the County or any of its agencies without prior approval from the County Attorney. All social media sites maintained by the County, and all County seals and County agency logos, are the property of the County and may not be used without authorization. Postings by an employee on a social networking site are considered personal communications and are not County communications.

Employees may use their official title and Department affiliation on their personal social media page for professional identification or biographic data as long as they do not state, imply, or create an impression that they are speaking in an official capacity. Employees should not use their County email addresses when setting up personal social media accounts.

Employees may not disclose proprietary data, information, or software or anything confidential about the County or its customers. Further detail is provided in the "Confidentiality" section of the Policy Manual.

Employees should avoid using statements, photographs or video or audio recordings that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage County employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment. This Policy is not intended to limit or restrict strictly personal social media activities that do not affect the County and involve the use of personal computers or other devices, including comments concerning the County, provided they comply with guidelines set forth in this Policy or elsewhere in the County Policy Manual or written Departmental Policy.

The County does not actively monitor social networking sites for such things as public records requests, comments on proposed rules, discrimination or harassment complaints, or reports of emergencies or safety hazards. Communications to the County regarding these issues must be made consistent with the applicable legal procedures or the processes in this Policy Manual so that the County can address them.