

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

SOCIAL MEDIA POLICY

SECTION 5.23

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A. Social Media Policy

The County supports the free exchange of information and camaraderie among employees on the internet but should not be done during working hours on county time.

Employees are prohibited from accessing social media sites for non-work related purposes on County computers. Employees are prohibited from developing, posting or otherwise creating a social media site on behalf of the County or County departments without authorization. Employees accessing social media sites as part of their assigned work duties are responsible for the information that comes up on these sites.

When internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the County or its employees, or engaging in posting inappropriate material about the County or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action. While off duty, employees are reminded to be careful of the information they disclose on the internet, including social media sites.

The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the County that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the County's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Employees shall not claim or imply that they are speaking on behalf of Sandusky County. Make Statements or uses of the County's logo which are slanderous or detrimental, including evidence of the misuse of the County's authority, information, insignia, equipment or uniforms.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the County. Unprofessional communication also includes that which the County could demonstrate has a substantial risk of negatively affecting the County's reputation, mission or operations, such as slander, defamation or other legal cause of action.

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4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the County's ability to maintain an efficient workplace.
6. Employees may not "friend" any case participant, or a relative or friend of the case participant.

Social media sites may be inspected by the County for cause to determine potential policy violations. If an employee believes that an online communication violates a County policy, the employee should immediately report the communication to their supervisor. The County may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.