

## SALISBURY POLICE DEPARTMENT



Personnel Policy 0529	Issued By <i>Rory B. Collins</i> , Police Chief	
Subject <b>Personal Web Pages/Sites</b>	Effective Date March 18, 2010	
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### I. POLICY STATEMENT

It is the department's policy that employees have a right to have personal web pages or sites. However, when reference is made to or about the Salisbury Police Department a review of that reference is needed to ensure that such reference does not cause a lack in public confidence and respect in the department.

### II. COMMENTARY

Web sites such as My Space and Facebook allow individuals to express themselves and seek communication with other individuals for personal relationships, friendships or just pen pal correspondences. Policy is necessary to ensure that employees use appropriate discretion in their use of references to the Salisbury Police Department and not discredit themselves or the department.

### III. DEFINITIONS

- A. Internet – World communications network that provides for the distribution and sharing of unrestricted public information.
- B. Electronic mail (e-mail) – The electronic transfer of information typically in the form of electronic messages, memoranda and attachments.
- C. Software – Publicly or privately designed tools, programs, and/or applications designed to run on computers for the accomplishment of specific functions.
- D. Information Management – The unit of the City Of Salisbury charged with the responsibility of managing and supporting the police department computer systems.

### IV. Rules

- A. Rule of Conduct 0301.1 – Standards of Conduct.
- B. Rule of Conduct 0301.34 – Security of Departmental Business.
- C. Personnel Policy 0501 – Administration of Discipline.

## V. Procedures

### A. Procedure

1. Employees who have personal web pages or other types of internet postings, which can be accessed by the public, shall not identify themselves directly or indirectly as an employee of the Salisbury Police Department.
2. Photographs or other depictions of department's uniforms, badges, patches, marked units and Salisbury Police Department logo shall not be used on employee internet postings.
3. Employees wishing to use references to or photographs / depictions noted above must receive the approval of the Chief of Police.

### B. Approval Process

1. The employee seeking approval to use references to the department on their personal web pages or sites shall:
  - a. In memo form, submit a request for approval to the Chief of Police via the Chain-of-Command.
  - b. Describe the proposed reference to the department and purpose.
  - c. Provide a list and graphic of any photographs, artwork, etc. to be used on the web page.
  - d. If available provide a printed layout of the entire web page, posting or site.
2. The employee will receive, in memo form, an approval or denial of the request.

### C. Limitations

1. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted.
2. Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Salisbury Police Department.
3. Employees shall not post any information about on-going criminal investigations or departmental affairs.
4. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases and public as well as private embarrassment.

4. Employees are encouraged to seek the guidance of supervisors regarding any posting that may adversely reflect upon either the department or upon the professionalism or integrity of the employee.

D. Change Approval

1. Changes made to the previously approved web page, site or posting must be submitted for re-approval through the same approval process as described earlier in this policy.