



**CHANDLER POLICE
DEPARTMENT
GENERAL ORDERS**

Serving with Courage, Pride, and Dedication

Order

**B-22 INFORMATION & ELECTRONIC
COMMUNICATIONS**

Subject

200 Social Media

Effective

10/23/15

SUMMARY:

The Department recognizes the interest in using a variety of media as options for communication. This policy provides guidelines regarding the use of personal social media, including social networking, blogging, email, texting and future forms of digital and/or electronic communication by Chandler Police Department employees as it relates to matters of departmental concern, reputation or employee working relations. This policy is in addition to City of Chandler Regulation CAPA-07.

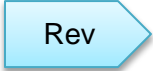
This policy is to remind and caution employees about the risks and consequences inherent in using social media. With increased scrutiny by the public, opposing parties and their attorneys of police officer and civilian statements, posting information on social media regarding on- and off-duty activity that may tend to bring the reputation and integrity of an employee or the department into question is strongly discouraged. Employees are encouraged to use common sense practices when utilizing various forms of social media so as not to impair working relationships of this department, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.

A. DEFINITION

Social media and social networking have the same meanings as in CC Regulation CAPA-07.

B. GENERAL GUIDELINES

1. **EMPLOYEES SHALL BE JUDICIOUS** in the use and content of any social media or social networking site; e.g., Facebook, YouTube, Twitter, Instagram, etc., and shall not post any photograph or commentary that is divisive or detrimental to departmental operations
2. **SOCIAL MEDIA/NETWORKING** from personal devices may be used during authorized breaks or other times with supervisor approval and shall not disrupt the work environment or interfere with job responsibilities
3. **EMPLOYEES SHALL NOT:**
 - a. Use any City equipment to access while on-duty any social media or engage in social networking, except where the employee has been assigned a specific responsibility to access such site for a law enforcement, administrative, or other official purpose approved by the Chief of Police or designee
 - b. Use agency e-mail addresses to register for or respond to social media sites except in the performance of an authorized duty
 - c. Post any evidentiary material on personal social media or social networking site
3. **POSTING ON, TRANSMITTING TO, OR OTHERWISE DISSEMINATING** through social media any information to which employees have access as a result of their employment without written permission from the Chief of Police or designee is strictly prohibited, **except** employee associations



may post an official association response to public comments made by the City or Department. These include, but are not limited to the following:

- a. Data from an ongoing criminal or administrative investigation including photographs, videos, or audio recordings
 - b. Photographs of suspects, arrestees, witnesses, victims, crime scenes, or evidence
 - c. Personal statements about an on-duty use of force incident that is pending administrative or criminal review, hearing, trial or appeal
 - d. Comments related to pending prosecutions
 - e. Comments related to pending litigation in which the Department or Department employee is a named party
 - f. Comments related to criminal matters under investigation by the Department
 - g. Information pertaining to any calls for service or phone calls that have not been made public
 - h. Recklessly false information about the department, supervisors, co-workers and City of Chandler officials
 - i. Comments pertaining to personal grievances, disciplinary action, work schedule, morale, and complaints about supervisors or co-workers that do not involve actual wrongdoing, illegal discrimination, corruption or waste
4. **EMPLOYEES WHO IDENTIFY THEIR EMPLOYMENT** with the agency on any form of social media or in any other form of electronic or digital communication assume the responsibility of representing the department in a professional manner while employed. Employees shall not post, transmit or disseminate speech containing obscene or sexually explicit language, images, or acts and statements, or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or protected class of individuals.
 5. **EMPLOYEES SHALL NOT GIVE THE APPEARANCE** they represent or speak on behalf of the department on any personal, social, or other form of media
 6. **ALL DEPARTMENT RELATED SOCIAL MEDIA SITES** or pages shall be approved in writing by the Chief of Police or designee

