

MARLBORO TOWNSHIP POLICE

SAFETY Through SERVICE
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DEPARTMENTAL POLICIES AND PROCEDURES

Location CHAPTER 10	Reference PROCEDURE	Special Instructions NEW POLICY		ACCDT #
Subject SOCIAL NETWORKING/WEB SITE POLICY		Number PAD081	Distribution ALL PERSONNEL	
Effective 02-15-11	Revised	Revised	Revised	No. Pages 1 of 3

I PURPOSE

The purpose of this policy is to provide guidance to the employees of the Marlboro Township Police Department concerning personal web pages, websites and social network media.

II POLICY

While employees have a right to maintain personal web pages and websites, their status as a member of the Marlboro Township Police Department requires that the content of those web pages and websites not be in violation of this policy and/or any existing agency policy or rule and regulation.

III DEFINITIONS

1. Social Networking Media/Sites - Personal web pages or websites that include, but are not limited to Facebook, MySpace, YouTube, Twitter, any kind of photo display page, any kind of web blog page and any kind social media venue that would allow for a public display of opinion or information without prior approval.
2. Web-Site - A Web site is a related collection of World Wide Web (WWW) files that includes a beginning file called a home page. A company or an individual tells you how to get to their Web site by giving you the address of their home page. From the home page, you can get to all the other pages on their site.
3. Internet - The Internet, sometimes called simply "the Net," is a worldwide system of computer networks - a network of networks in which users at any one computer can, if they have permission, get information from any other computer (and sometimes talk directly to users at other computers).

4. Cellular Phone - Cellular telephone, sometimes called mobile telephone, is a type of short-wave analog or digital telecommunication in which a subscriber has a wireless connection from a mobile telephone to a relatively nearby transmitter. The transmitter's span of coverage is called a cell.

IV PRIVACY

1. Marlboro Township Police Department members should be aware that information posted on social networking sites is not secure or private. The information may be viewed by any member of the public. Once information has been posted on the Internet it is also considered to be accessible indefinitely.
2. In the event members choose to post information on a social networking site, they should be aware that the information could be used for fraudulent purposes. Members must be aware that they are jeopardizing their personal confidentiality, and that of other members by posting photographs or personal information about themselves or other Marlboro Township Police Department members. In addition they may be jeopardizing their safety, the safety of their family, their co-workers and on-going or future investigations.
3. Subsequently, members are advised that in the event information has been posted on a social networking site identifying them as a police officer, the posting could make them ineligible for specialized positions where anonymity is required.

V RESTRICTIONS

1. Any item, object, or material that could be used or misconstrued as official agency sanctioned property shall not be used or depicted on any personal Internet posting without the express written permission of the Chief of Police or his/her designee.
 - A. These items, objects, or materials include, but are not limited to: photographs, images, reproductions or other depictions of agency uniforms, badges, patches, equipment, weapons, marked or unmarked units, reports, evidence, crime or crash scenes, etc.
2. No employee will use any of the technology resources available that belong to or are owned by the Marlboro Township Police Department to access, download, or contribute to any social networking site.
3. Internet connectivity within or belonging to the Marlboro Township Police Department or Marlboro Township will not be utilized for internet connectivity without the expressed written permission of the Chief of Police or his/her designee.
4. No employee will use any cellular phone/mobile Wi-Fi device to connect to any social networking site while on duty.
5. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted by or associated with any police employee.

6. Employees shall not post or be associated with any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Marlboro Township Police Department.
 - A. 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.
 - B. 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.
7. All employees must promptly report any information they may have concerning any violation of this order.

VI APPROVAL PROCESS

1. An employee seeking approval to use any item, object, or material described above on a personal webpage or site (i.e. social networking site) shall:
 - A. Submit a request for approval to the Chief of Police or his/her designee through the chain of command.
 - B. Describe the proposed reference to the agency and purpose.
 - C. Provide a list of media to be used on the web page.
 - D. Provide a printed layout of the material that is the subject of the request.
2. The Chief of Police or his/her designee will approve or deny the request based upon its compliance with existing agency policy or rules and regulations.

VII EXCEPTIONS

1. This order does not restrict employees who are lawfully accessing social networking sites as part of their regular duties, (i.e. Detectives, Police Officers doing investigations or School Resource Officer's) or any other part of an investigation requiring access to a social networking site so long as they can provide just cause for being on such social media sites.

By order of: _____
Bruce E. Hall
Chief of Police