

SOCIAL NETWORKING POLICY

It is the intention of the Inc. Town of North Judson ("The Town") to establish a "Social Networking" Policy for all full time and part time employees, appointed positions, elected officials and any other person or persons or department in close association with the Town of North Judson.

The Town recognizes that town employees and associated individuals may engage in "Social Networking". "Social networking," for purposes of this policy included all types of postings on the internet including, but not limited to social networking sites (such as Facebook, Myspace, or LinkedIn); blogs and other online journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter and the posting of video on YouTube and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog. This policy applies to social networking while on and/or off duty.

Employees and other above listed individuals who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the Town of North Judson and/or themselves. In addition, some readers may view the author as a *de facto* spokesperson for the Town of North Judson.

To reduce the likelihood that your personal networking will have an adverse effect on The Town, department, employees or associated individual the following policy specifics shall be followed:

- No Town individual shall criticize or ridicule The Town or a department of The Town, its policies/procedures.
- No comment, picture, or video involving an employee can be posted without their express consent.
- No comment, picture, or video involving any routine or emergency assignment can be posted.
- No picture or video may be taken with a personal device at a work assignment while on a customer's personal property.
- No comment, picture, or video from any Town function can be posted without permission from the Town Council.

The Town Clerk-Treasurer with approval of the Town Council may on occasion use a social networking site for posting upcoming Town events and/or other communication needs.

Failure to comply with this policy may result in appropriate disciplinary action for employees and/or associated individuals.

This policy may be altered or revised at any time at the sole discretion of The Town.

Established date: May 19, 2014

Effective date: May 19, 2014

Revision date: