

COLLIER COUNTY SHERIFF'S OFFICE

OPERATIONS MANUAL

CHAPTER A-3, SECTION 9

SECTION TITLE: NON-AGENCY WEB PAGES/SITES

ORIGINAL ISSUE: 6/09 REVISED: 6/10

APPLICABILITY: ALL MEMBERS

PURPOSE - The purpose of this directive is to establish policy concerning electronic communications, non-agency web pages or sites with reference to the Collier County Sheriff's Office, which may tend to impact effective and efficient agency operations.

POLICY - It is understood that members as private citizens have a right to have personal web pages or sites. However, reference to or about the CCSO, agency staff or agency information obtained in one's official capacity is prohibited unless granted by the Sheriff or his designee.

3.9.1 RESPONSIBILITIES:

- A. Members of this agency shall display exemplary behavior and use good judgment while engaged in both on and off-duty conduct. This rule of conduct applies to computer and Internet-related activities such as participation in chat rooms, blogs, dating services, social networking sites, and other world wide web-related services. Employees shall not participate or contribute in any fashion in any of the above forums in any way that may have an adverse impact on the community respect for, confidence in, or reputation of the CCSO.
- B. Employees who have personal web pages, blogs, or any other type of Internet or electronic posting which can be accessed by any person shall not identify themselves directly or indirectly as a member of the CCSO in such a manner that would bring disrepute upon or affect the efficient operations of the agency or adversely affect community respect for, confidence in or the reputation of the CCSO.
- C. Employees who have personal web pages, blogs, or other types of Internet postings shall not use photographs or other images of agency uniforms, patches, badges, logos or vehicles on these sites.
- D. Exemptions to these provisions may be granted at the discretion of the Sheriff, based on specific application and after careful consideration of the time, place, manner, forum, and type of intended electronic communication.

3.9.2 APPROVAL PROCESS:

The member seeking approval to use references to the CCSO noted on above web pages or sites shall:

1. In memo form submit a request for approval to the Sheriff or his designee via the Chain-of-Command.
2. Describe the proposed reference to the agency and purpose.

3. Provide a list and graphic of any photographs, artwork, etc. to be used on the web page.
4. If available provide a printed layout of the entire web page, posting or site.
5. The member will receive, in memo form, an approval or denial of the request.

3.9.3 ADDITIONAL LIMITATIONS:

- A. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted to the above described web pages or sites as it would likely impact the effective operation of the agency.
- B. No crime scene photos, pictures of seized evidence, victims, suspects or subjects of a criminal investigation or any other image captured or created or information obtained while in the official capacity as a deputy sheriff may be posted, shared or otherwise used in any manner outside the scope of the deputy's official position.
- C. Members should consider the possible adverse consequences of Internet postings, such as future employment opportunities, cross-examination in criminal cases and professional as well as personal embarrassment.
- D. Members are encouraged to seek the guidance of supervisors regarding any posting that may adversely reflect upon either the agency or upon the professionalism or integrity of the member(s).

3.9.4 CHANGE APPROVAL:

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

APPROVED BY
SHERIFF KEVIN RAMBOSK