

RESOLUTION NO. 15-05

AMENDING RESOLUTION 10-04

STATE OF ALABAMA
CITY OF DADEVILLE

WHEREAS, the City of Dadeville has adopted Resolution Number 10-04 as its existing personnel policy for the Municipality and;

WHEREAS, the current personnel policy was adopted by the City Council of Dadeville on April 27, 2010 and amended by Resolution Number 13-16 on September 24, 2013;

WHEREAS, amendments to the personnel policy are necessary in order to provide equitable treatment for its employees;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dadeville, Alabama, that the personnel policy be amended to reflect the following changes effective immediately to improve employee knowledge and understanding of these policies and procedures.

CITY OF DADEVILLE SOCIAL NETWORKING – The purpose of this policy is to establish guidelines for the use of social networking sites by the City of Dadeville employees and to define the use of social networking media by the City of Dadeville employees while contributing to or moderating social media sites or providing comments or updates to the social media identities. This policy is instituted to establish procedural guidelines and limitations for all personnel to utilize when using social networking sites.

Councilperson Torrey made the motion and Goodman, a Councilperson seconded the motion that said Resolution be approved, and said Resolution passed by majority vote of the Council and the Mayor declared the Resolution passed.

PASSED, APPROVED and ADOPTED by the City of Dadeville of Dadeville, Alabama on the 10th day of February, 2015.

CITY OF DADEVILLE
SOCIAL NETWORKING

EFFECTIVE DATE: 2/10/15

1. Purpose: The purpose of this policy is to establish guidelines for the use of social networking sites by City of Dadeville employees.

The purpose of this policy is to define the use of social networking media by the City of Dadeville employees while contributing to or moderating social media sites or providing comments or updates to the social media identities.

In addition to the topics addressed here, social media content must be in compliance with relevant department policies, including its harassment and discrimination policies, confidentiality policies, ethics rules, code of conduct, and other policies.

In general, the City of Dadeville views personal web sites and web logs positively, and it respects the right of employee's to use them as a medium of self-expression. However, as employees of the City of Dadeville, employees must abide by certain restrictions to ensure good order and discipline. All employees represent the City of Dadeville 24 hours a day, 365 days a year and their actions on and off duty are subject to scrutiny at all times.

- II Definition: Social Networks: Online web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. The nature and nomenclature of these connections may vary from site to site. These sites include, but are not limited to, web logs, message boards, video sharing, and other media sharing web sites.

Social media, social utility, and networking are defined as any computer, email, electronic or physical bulletin boards, or other electronic facilitated site or system that provides access to the user's information posted upon a web site or server, and is intended for non-business purposes. Examples include but are not limited to Facebook, MySpace, Twitter, and similar sites or services.

Policy: The following policy is instituted to establish procedural guidelines for all personnel to utilize when using social networking sites.

An employee of the City of Dadeville may maintain a personal web page, web site, blog, etc.; however, no employee may post any online content which violates Written Directives, General Orders, or any other existing agency policy.

- III Guidelines and Procedures

- a. The City of Dadeville employees using social networking sites are encouraged to avoid listing the City of Dadeville as their employer or posting anything that would lead others to

understand that they're employed at the City of Dadeville. An employee's use and comments made at social media sites are subject to First Amendment protections. However, any personal use made of social media sites outside of work must be conducted in such a manner that a reader would not think that the employee is speaking for, or on behalf of, his or her agency or employer. The City of Dadeville employees are strongly encouraged to ensure that their social networking site's settings are set to the most private mode possible.

IV Limitations:

1. No employee shall knowingly post official photographs, video images, audio files or text documents that belong to the City of Dadeville without the express written permission of the Mayor and City Council.

2. The use of images by any member depicting City of Dadeville property, equipment or personnel, if posted on the Internet in any manner that demean the City of Dadeville Core Values or violate the City of Dadeville's Rules and Regulations, shall be subject to disciplinary action.

3. Members are prohibited from posting comments of insensitive, biased-based or derogatory comments which may be used as exculpatory evidence in the impeachment of witness testimony in court proceedings, negative impact on future employment, and public and/or private embarrassment.

4. City of Dadeville employees who list the City of Dadeville as their employer or post photographs/statements that would lead others to understand that they're a City of Dadeville employee on social networking sites are obligated to represent the City of Dadeville, Dadeville government and Dadeville citizens in a positive light. Such employees shall not criticize, mock, or belittle the City of Dadeville on any social networking site. Further, such employees are prohibited from posting anything on a social networking site that would be inappropriate or embarrassing to the City of Dadeville or its citizens.

5. Protect confidential information. Do not post classified or sensitive information. Never post legally protected personal information that you have obtained from you agency. Never post information about policies or plans of the City of Dadeville, unless you have received explicit permission from the Mayor and City Council.

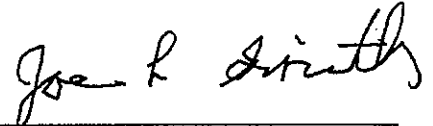
6. Respect Copyright Law. Social media participants must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote more than a short excerpt of someone else's work, and, if possible, provide a link to the original.

7. Do not post any information that would infringe upon the proprietary, privacy, or personal rights of others.

NOTE: You are personally responsible for the content you publish on your agency social media site. Be mindful that what you publish will be public for a long time.

Employees of the City of Dadeville should be the first to respond to their mistakes. If any employee makes an error, they should be up front about the mistake and correct it quickly. If choosing to modify an earlier post, they should make it clear that they have done so.

Employees of the City of Dadeville should use their best judgment, remembering that there are always consequences to what is posted. If they're about to post something that is questionable and may reflect negatively on the City of Dadeville, they should review policy thoroughly. If still unsure, and the post is about the City of Dadeville, they should discuss the proposed post with their supervisor or Mayor. Ultimately, however, employee's of the City of Dadeville have the sole responsibility and accountability for what they post.



Mayor