
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 2.26	Effective Date 5/1/15	Page 1 of 3
	Supersedes <b>New Directive</b>		
Approved By:   Commissioner Scott Semple	Title  Social Media		

1. Policy. Each employee of the Department of Correction shall engage in appropriate and ethical conduct while carrying out official duties and while engaged in off duty activities. Inappropriate employee use of social media personally and professionally may undermine safety and security, public confidence, agency integrity, and standards of professionalism.

Nothing in this policy should be construed to limit any employee's exercise of his or her protected rights under the First Amendment, any applicable Federal or State law, or any applicable collective bargaining agreement.

The Department of Correction recognizes the role that social media plays in today's society. DOC personnel are free to express themselves as private citizens on social media and networking sites to the degree that their speech is not detrimental to DOC and does not impair the work of DOC or hinder its fulfillment of its Mission Statement. This prohibition includes speech that threatens the safety and security of the agency, its personnel, the public, and those in its custody and under its supervision.

When using social media, DOC personnel should be mindful that their online speech becomes part of the worldwide electronic domain; and that all online activities are trackable, traceable, and cannot be erased. Below are guidelines outlining DOC's expectations regarding DOC employees' use of social media.

2. Authority and Reference.

- A. First Amendment to the United States Constitution.
- B. Regulations of Connecticut State Agencies, Section 18-81, et seq.
- C. DAS Acceptable Use of State Electronic Systems.
- D. Administrative Directives 1.5, Public Information and News Media Relations; 1.8, Departmental Public Relations; 1.10, Investigations; 1.13, Code of Ethics; 2.1, Equal Employment Opportunity and Affirmative Action; 2.2, Sexual Harassment; 2.6, Employee Discipline; 2.17, Employee Conduct; 2.22, Workplace Violence Prevention Policy; 4.6, Use of Computers and Related Technologies.

3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:

- A. Blog. (The term is short for "web log.") A self-published diary or commentary of any type of content (from video to podcasts to traditional texts and photos) on a particular topic that may allow visitors to post responses, reactions, or comments. Items, sometimes called posts, may have keyword tags associated with them, which are usually available as feeds.
- B. Employee Conduct. For purposes of this Directive, Employee Conduct shall be defined in accordance with Administrative Directive 2.17.

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- C. Personal Social Media Use. Any non work-related social media activity.
- D. Post. Content an individual shares on a social media site or the act of publishing content on a site.
- E. Privacy Settings. The part of a social networking website, internet browser, piece of software, etc., that allows the user to attempt to control who sees information about himself or herself.
- F. Profile. Information that a user provides about himself or herself on a social networking site.
- G. Social Media. A category of Internet-based tools and platforms used to integrate user-generated content and participation. Such tools and platforms are used to publish, converse and share content online using media including, but not limited to, sites, blogs, videos, wikis and podcasts (digital audio files).
- H. Social Networks. Online platforms or sites where users can create profiles, share information, and socialize with others using a range of technologies, including, but not limited to: websites, blogs, wikis, videos, images tagging, lists of friends, forums and messaging or any other medium or electronic communication. This includes, but is not limited to social networking sites (e.g., Facebook, LinkedIn, and MySpace), micro blogging sites (e.g., Twitter, Nixle), photo and video sharing sites (e.g., Instagram, Flickr, Tumblr, and YouTube), wikis, blogs, and news sites (e.g., Digg, Reddit).
- I. Speech. Expression or communication of thoughts or opinions in spoken words, in writing (including posts), by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- J. Wiki. Web page(s) that may be edited collaboratively.
4. Employee Responsibility. Each employee of the Department shall be personally responsible for any content he or she publishes or displays on any form of social media. Employees shall also be responsible for content that they have posted which is then republished. Employees should be aware that no matter how restricted they set their privacy settings, content and information they post may be shared with individuals outside the scope of their intended recipients.
5. Prohibitions on Social Media Use.
- A. On Duty Use of Social Media.
- The utilization of social media and social networking for personal use while on duty, either on personally owned electronic equipment and/or personally owned technology devices and/or on DOC electronic equipment, technology devices, computers and/or any other DOC electronic resource(s), is prohibited and may result in discipline up to and including termination..
- "On duty" shall be defined as regular work hours including any hours of authorized and/or approved overtime or compensated hours, as required in the performance of official duties and/or in accordance with existing labor contracts.

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All DOC personnel are reminded of the prohibitions regarding the use of State of Connecticut electronic resources to access social media sites for non-work-related purposes in accordance with Department of Administrative Services, Bureau of Enterprise Systems and Technology's Acceptable Use of State Systems Policy.

Unauthorized possession of personal electronic devices by DOC personnel while in a facility without authorization is prohibited and may result in discipline up to and including termination.

B. Off Duty and Personal Use of Social Media.

DOC personnel who appear in uniform or identify themselves as members of DOC create a link between themselves and their employment within the agency. DOC personnel who are identified as DOC employees have no reasonable expectation of privacy when communicating on social networking sites and are subject to all pertinent policies including those outlined by the Department of Administrative Services, DOC Administrative Directives and all applicable Local, State and Federal laws and regulations. All employees should exercise caution when commenting and/or communicating on social media and networking sites and should consider whether personal thoughts they publish may be misunderstood as expressing official position(s) of the agency. The following subjects may NOT be discussed, posted or written about in any manner on social media:

1. Confidential information relating to any facility including but not limited to: specific description, maps, photographs, diagrams and/or blueprints of any DOC facility or grounds.
  2. Confidential information related to DOC internal reports, security procedures, facility procedures, internal policies, attorney client privileged information, security equipment, or any other proprietary information.
  3. Confidential information related to any inmate.
  4. Confidential information related to any employee.
  5. Confidential information related to any contractor, vendor, volunteer or other supplier of services to the agency.
  6. Explicit sexual references regarding any inmate, employee, contractor, vendor volunteer or other supplier of services to the agency.
  7. Information or photographs that indicate an association or membership with security risk groups, criminal enterprises, hate groups, watch groups, or groups of high interest to law enforcement.
  8. Information or photographs pertaining to illegal drug use.
6. Use of Official Images. DOC personnel are prohibited from posting and/or publishing information or images of any DOC seal, logo, badge, patch, insignia or any images of DOC intellectual property on social networking web pages and/or media in any manner that is detrimental to, damages the reputation of, disparages, embarrasses, or discredits DOC, its personnel or any of its units or functions.
7. Staff Discipline. In accordance with Administrative Directive 2.6, staff shall be subject to disciplinary sanctions up to and including termination for violating the provisions of this Administrative Directive.
8. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.