

**MONTGOMERY COUNTY YOUTH CENTER
SECURE DETENTION POLICY MANUAL
POLICY # 200 H**

SUBJECT: SOCIAL NETWORKING SITES	DATE: 04/26/11
DOCUMENT REFERENCE:	
PURPOSE: The purpose of this policy is to set employee expectations and to establish guidelines for appropriate use of social networking sites. This policy relates to, and expands on the existing <i>Computer Ethics Policy #200 E</i> .	
TO WHOM POLICY APPLIES: All Youth Center employees	
POLICY: The use of public social networking sites such as Facebook, My Space, Twitter, etc., can be a valuable informational tool; however employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the Montgomery County Youth Center and its relationship with the Juvenile Justice System and the community. We ask that each employee be responsible for the content of their postings by exercising good judgment. Employees should understand that all other Montgomery County and Youth Center policies are potentially implicated by his or her internet or social networking postings, including but not limited to, their anti-harassment, anti-discrimination and confidentiality policies. This policy establishes procedures for employees and identifies prohibited activities to protect the Youth Center, the children we serve, and employees from harm as a result from inappropriate postings.	
PROCEDURE:	
<ol style="list-style-type: none">1. Always consider the privacy settings on your social networking sites very carefully. An employee should pause and think before posting. If a comment should give you pause, do NOT post it. It is important to recognize that anything posted on the internet can be permanent.2. Employees should assume personal responsibility for their comments posted. If one should identify themselves as a Montgomery County and/or Youth Center employee, be clear that you are expressing your own personal views and not those of the Montgomery County and/or the Youth Center. Be sure that your profile and related content is consistent with how you should present yourself and the Youth Center to law enforcement, colleagues, residents, community and the courts.3. As an employee of the Youth Center it is prohibited to become friends or linking electronically with former or current residents under the jurisdiction of the Juvenile Court.	
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4. An employee may NOT post any information about co-workers or residents (past or present) which could be perceived as personal or interpreted as an invasion of privacy such as names, addresses or incidents that could have occurred during employment.
5. Employees shall not post, transmit or disseminate any information (texts, pictures, video, audio, etc.) to the internet or any other forum (public or private) that would tend to discredit or reflect unfavorably upon the Montgomery County and/or the Youth Center or any of its employees and that goes beyond an employee's right to engage in protected activity.
6. Unless an employee is given permission by an administrator, it is prohibited to use the Youth Center's computers to access social networking sites (Facebook, My Space, Twitter, etc.) during working hours.
7. Employees will not take or post photos of any current or former residents at the Youth Center without obtaining necessary administrative approval.
8. Posting any confidential information in regard to the Montgomery County Youth Center and the children we serve is strictly prohibited. Such information includes, but is not limited to, the following:
 - A.) Confidential, sensitive or copyrighted information to which you have access due to your employment with the Youth Center.
 - B.) Personal statements about an on-duty use of force incident.
 - C.) Comments related to the residents we serve and the court process.
9. Comments posted on public forums can be reviewed by the County of Montgomery at its discretion and take action whenever appropriate.
10. Violations of these procedures may result in disciplinary action, up to and including termination of employment.

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Written by:

Approved by:

Date:

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04/26/11

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