


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 9 - A		TITLE: Personal Web Pages/Sites
EFFECTIVE DATE: August 19, 2009	NO. PAGES: 2	AMENDED:
REFERENCE:		RESCINDS: Special Order: Personal Web Pages/Sites, 08.23.2006
 Sheriff of Monroe County		

PURPOSE: The purpose of this order is to establish policy concerning personal web pages or sites with reference to the Monroe County Sheriff's Office.

POLICY: It is the Sheriff's policy that employees have a right to have personal web pages or sites. However, when reference is made to or about the Sheriff's Office a review of that reference is needed to ensure that such reference does not cause diminished public confidence and/or respect in the Office. This policy is necessary to ensure that employees use appropriate discretion in their use of references to the Sheriff's Office and not discredit themselves or the Office.

PROCEDURE:

Identification of Monroe County Sheriff's Office Employee Prohibited

Employees who have personal web pages or other types of internet postings, which can be accessed by the public, shall not identify themselves directly or indirectly as an employee of the Monroe County Sheriff's Office.

MCSO Identifiers Not To Be Used Without Approval of Sheriff

Photographs or other depictions of Office uniforms, badges, patches, marked units and the Sheriff's Star shall not be used on employee internet postings unless approved by the Sheriff.

Approval Process

The employee seeking approval to use references to the Office on their personal web pages or sites shall:

- In memo form submit a request for approval to the Sheriff via the Chain-of-Command.
- Describe the proposed reference to the Office and purpose.
- Provide a list and graphic of any photographs, artwork, etc. to be used on the web page.
- Provide a printed layout of the entire web page, posting or site for review.

The employee will receive, in memo form, an approval or denial of the request.

Limitations

No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any Office approved reference.

Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Office.

Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases and public as well as private embarrassment.

Employees are encouraged to seek the guidance of supervisors regarding any posting

that may adversely reflect upon either the Office or upon the professionalism or integrity of the employee.

Change Approval

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

Violations

Violations of this policy may subject the violator to disciplinary action up to and including termination as identified in Chapter 13 of these General Orders.