



THOMAS M. HODGSON
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OFFICE OF THE BRISTOL COUNTY SHERIFF

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TO: All Employees
FROM: Michael Foley/ADS Policy Development and Compliance
DATE: August 28, 2018
RE: Revisions to policy 05.03.00 "Social Media Policy"

An update to policy 05.03.00 "Social Media Policy" has been placed into the Policy Folder within the Shared File of the Sheriff's Office computer network.

This policy is now entitled "Media Relations". It is a combination of the Sheriff's Office media relations procedures, previous located in policy 01.01.00, and its procedures regarding employee use of social media/social networking sites.

All employees are required to familiarize themselves with all aspects of this revised policy. Please contact your Immediate Supervisor first regarding any questions you may have about this revised policy.



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MEDIA RELATIONS

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PURPOSE

The purpose of this policy is to establish standard operational procedures regarding media relations within the Bristol County Sheriff's Office and procedures regarding the use of social media by Sheriff's Office employees.

05.03.01 DEFINITIONS

- A. **CORI:** The Criminal Offender Record Information statute for the Commonwealth of MA, MGL c. 6, §§167-178.
- B. **ELECTRONIC COMMUNICATION:** Communication between two or more persons (e.g. email, text messaging, video, etc.) with electronic communication devices (such as computers, mobile phones, internet, intranet, etc.)
- C. **E-MAIL (Electronic Mail):** Data, in text or other form, sent from one device to another using a mail user agent (MUA) program, either externally using the Internet or internally using the Sheriff's Office intranet with LAN (Local Area Network.)
- D. **EMPLOYEE:** For the purpose of this policy and unless otherwise specified, the term shall apply to all full-time, part-time and contractual Sheriff's Office employees. The terms staff, staff member(s) and personnel are considered one or more employees. This policy shall also apply to any volunteer or intern affiliated with the Sheriff's Office. Persons employed by a third-party, contracted vendor shall comply with its vendor's policy regarding media use.
- E. **INTERNET:** The global network of interconnected computers, enabling users to share information along multiple channels. It is the whole assortment of resources that can be accessed using an appropriate browser, providing information, texts, graphics, video and sounds for the user. Approved users shall have access to the Internet on Sheriff's Office computers, mobile devices, etc.
- F. **MEDIA REPRESENTATIVE:** An individual employed by a civilian radio or television station, newspaper, newsmagazine, periodical, online media site or news agency to gather and report on a newsworthy event, or assist in these efforts.
- G. **MEDIA SPOKESPERSON:** The Director of Public Information, responsible for officially communicating to journalists and other media representatives on behalf of the Sheriff and the Bristol County Sheriff's Office.
- H. **SOCIAL MEDIA:** The term refers to a system of various social networking sites that allows individuals to 1) construct a public or semi-public profile within that system, 2) create a list of other users with whom they share some connection, 3) view and access their list of connections and list made by others within that system. The type of social media networking and design may vary from site to site. Examples of social media sites include, but are not limited to: internet sites, blogs, photo/video sharing sites, pod-casts and sites where comments may be publically or privately posted.

05.03.02 GENERAL OPERATIONAL PROCEDURES

- A. The Sheriff's Office shall provide the inmate population with reasonable access to media representatives, subject to the following conditions:
 - 1. News media representatives may request access to a Bristol County correctional facility or other location or activity for the purposes of interviewing inmates and/or employees, to feature a program, to create a documentary or for another media related product. The Media Spokesperson shall obtain clearance from the

Sheriff to scheduling such access. For security purposes, only designated areas of a correctional facility shall be accessible to the media, following approval by the Sheriff, the Superintendent and/or the Media Spokesperson. The Sheriff's Office may deny a media request.

2. Media representatives who are granted access to a Bristol County correctional facility shall be subject to, but not limited to, the following criteria: a) proper photo identification, b) proper attire and d) consenting to facility policies and procedures.
3. Media Representatives and their possession shall be subject to search upon arrival and before exiting a Bristol County correctional facility. This includes their note books, equipment, bags, etc. Written materials belonging to a media representative shall not be read- only scanned – for security purposes. The amount of audio, video and film equipment or number of media members entering a facility may be limited. Failure to comply with this procedure may be reason for the Sheriff's Office to cancel a scheduled interview.
4. In the interest of safety and security, an interview between an inmate and a media representative shall not be permitted for any inmate whose visiting privileges have been suspended for disciplinary reasons. Such inmates shall not be denied access to the media, but can only communicate with the media through written correspondence or an outgoing, collect telephone call, when permitted. Only inmates who are permitted to visit with the general public shall be permitted to be interviewed in person by the media.
5. Interviews between an inmate and a media representative shall be conducted under the security level requirements of the facility where the inmate is incarcerated.
6. Based upon safety and security concerns, inmate interviews involving video, on camera interviews, tape recordings, and the taking of photographs or audio/visual recordings by the media inside a correctional facility shall be considered on a case-by-case basis and will require advance approval of the Sheriff. The taking of inmate photographs or video recordings by the media shall require the inmate's consent and the approval of the Sheriff or his designee. Approved materials are for use by the media only and are not permitted to be possessed or retained by any inmate. Live, on-camera and audio interviews are strictly prohibited. Films, photos and video/audio recordings to be publically shown or aired shall be edited to delete any identifiable representation of inmates who have not signed privacy waiver forms.
7. The Media Spokesperson shall obtain a written and signed Media Release Waiver Form of privacy rights from each inmate who intends to be filmed, taped, interviewed or otherwise recorded. The waiver must be given voluntarily and competently and on a form that clearly states that the inmate has the right to refuse to be filmed, recorded or interviewed. Regardless of an inmate's consent to be interviewed by the media, a media representative's access to a facility may be denied if that media representative or associates fails to comply with Sheriff's Office policies and procedures.
8. Inmate interviews shall be scheduled at a time convenient to the Sheriff's Office and the media. Unless otherwise approved by the Sheriff, the duration of an inmate interview shall be no longer than 60 minutes. Scheduled interviews may be cancelled. An inmate interview in progress can be terminated based on the administrative/operational needs of the facility or based on security and safety concerns.

9. Inmates are prohibited from calling for or participating in a news conference or a talk show. Inmates are also prohibited from making three way calls to engage in media interviews of any kind.
10. No inmate shall accept monetary compensation (either directly or indirectly) for consenting to any media interview granted.
11. Appropriate ICE officials shall approve all interviews by reporters and other news media representatives, academics and others not covered by the Sheriff's Office and ICE detainee visitation procedures.
12. In the event of an emergency situation, Sheriff's Office personnel shall also follow the procedures detailed within the Media Emergency Plans for direction and staff areas of responsibility.

05.03.03 DUTIES OF THE MEDIA SPOKESPERSON

- A. The Sheriff may designate one or more employees to serve as Media Spokesperson(s) for the Bristol County Sheriff's Office. General responsibilities include the following:
 1. Assisting media representatives in covering news stories at the scene of incidents;
 2. Responding, in an official capacity, to media inquiries on behalf of the Sheriff and/or the Sheriff's Office;
 3. Being available for on-call responses to media representatives;
 4. Preparing and distributing news releases for the Sheriff's Office;
 5. Arranging for and assisting at news conferences;
 6. Coordinating and authorizing the release of information about victims, witnesses and suspects;
 7. Assisting in emergency situations within the Sheriff's Office;
 8. Coordinating and authorizing the release of information concerning confidential investigations and operations;
and
 9. Releasing information when other public service agencies are involved in a mutual effort.
- B. The Media Spokesperson is obligated to adhere to inmate and employee privacy rights.
- C. The Media Spokesperson shall be open to input from media representatives regarding their role in improving communications between the Sheriff's Office and the community.
- D. The Public Information Officer is the designated Media Spokesperson for the Sheriff's Office. Only the Sheriff can authorize designated employees to also be Media Spokespersons on behalf of the Sheriff's Office.

05.03.04 INCOMING MEDIA REQUESTS

- A. During regular business hours (8:00AM- 4:00PM, Monday-Friday), media requests shall be forwarded to the Media Spokesperson or, in their absence, the Sheriff's administrative office. During non-business hours (evenings, weekends, or holidays) the Communications Division may receive a media inquiry by telephone. If so, the Communications Division shall attempt to obtain ONLY the name of the media representative, their telephone, the

general nature of the call and the name of the media outlet they are associated with. Once this information has been obtained, the Communications Division shall contact the Media Spokesperson.

- B. The Communication Division or switchboard operator shall only provide a media representative with the phone number of the Media Spokesperson when so authorized by the Media Spokesperson or designee.
- C. If a media representative arrives at or next to a correctional facility after regular business hours, the Communications Division shall immediately notify the Media Spokesperson. If on property, an on-duty Canine Officer shall report to the scene to provide security and control, but shall not answer questions by the media regarding agency operations.
- D. With the exception of the Media Spokesperson, no employees shall respond to media inquiries on existing facility conditions/ functions or speak on behalf of the Sheriff or the Sheriff's Office to any media representative, unless explicitly authorized by the Sheriff to do so.
- E. The Sheriff's Office shall coordinate with ICE officials regarding media interview requests relative to one or more ICE detainees, such as before deciding to allow an interview with an ICE detainee who was the center of a controversy, special interest or a high profile case. The Sheriff's Office or ICE shall respond directly to the media request.
- F. As a general rule, no prisoner within the Bristol County Regional Lockup shall be interviewed by the media, unless specifically approved by the Sheriff or the Public Information Officer.

05.03.05 EVALUATION AND AUTHORIZATION OF MEDIA REQUESTS

- A. The Sheriff's Office reserves the right to deny an inmate interview request by the media for the following purposes:
 - A. When granting media access for an interview may pose security/safety concerns to inmates, employees and/or the orderly operation of a facility or impact legitimate public safety interests;
 - B. When an inmate to be interviewed is awaiting action, on disciplinary status or under investigation at the time of the request;
 - C. When the presence of the media would be operationally unreasonable, unsafe, pose a burden to orderly operations or would otherwise exacerbate an inmate disturbance or other emergency situation;
 - D. When the requesting media representative had previously forfeited their privilege to enter a Bristol County correctional facility for failing to follow procedures governing visitor conduct inside a correctional facility;
 - E. When there is litigation pending in the state or federal courts, whether criminal or civil in nature, discussing of which could prejudice the due administration of justice;
 - F. When the inmate is a juvenile (under age 18) and written consent has not been obtained from the inmate's parent or guardian;
 - G. When the inmate is deemed physically or mentally incapable of participating in the interview, upon review by the Health Service Administrator or designee;
 - H. When the health or safety of the interviewer might be endangered or whether their presence could cause serious unrest or disturbance to the good order of the facility;
 - I. When there is a standing "gag order" with the court having jurisdiction;
 - J. When the inmate is a "protection" case and revelation of their whereabouts would endanger the inmate's safety;
 - K. When the inmate has denied a media request to be interviewed, filmed or recorded;
 - L. When the inmate has participated in more than one media interview within a 30 day time period;

- M. When denied by ICE officials (for ICE detainees only);
 - N. When the information requested by the media is in violation of federal or state privacy laws (CORI) or freedom of information laws;
 - O. When the media representative or news organization they represent does not agree to the conditions established here or has, in the past, failed to abide by these required conditions.
- B. After due consideration, the Media Spokesperson shall contact the media representative with the decision to approve or deny their request, along with any appropriate explanation of the decision or restrictions of approval. If approved, the Media Spokesperson will explain general facility rules and regulations, particularly if the media representative is new to Sheriff's Office operations. Where access is denied, the reason(s) shall be provided by the Media Spokesperson either verbally or in writing.
 - C. Generally speaking, either the Sheriff or, in his absence, the Media Spokesperson shall normally approve or disapprove a media access request within 24 to 48 hours (two business days) of the request. An extension to this deadline is permitted, however, if deemed necessary.
 - D. The Media Spokesperson shall respond to incoming media requests in accordance with provisions relevant to rights of privacy.

05.03.06 MEDIA INTERVIEWS WITH INMATES

A. ON SITE MEDIA INTERVIEWS

1. A media representative may request to interview one or more inmates within a Bristol County correctional facility. The Sheriff, through the Media Spokesperson, may permit such interviews, but only when consistent with the safety and security operations of the Sheriff's Office and the provisions of this policy.
2. Interviews shall be scheduled at times convenient to the Sheriff's Office, the media and the inmate(s) involved. They should be no longer than 60 minutes in length, unless so authorized by the Sheriff or the Media Spokesperson.
3. One-on-one inmate interviews may occur within a facility visiting room or another location approved by the Sheriff or the Media Spokesperson.
4. The Superintendent or designee shall coordinate safety and security operations when the media has been approved to tour one or more locations within a secured facility perimeter.

B. OFF SITE MEDIA INTERVIEWS

1. Off-site media interviews shall only be granted by the Sheriff through the Media Spokesperson. Requests by media representatives to conduct an off-site interview, such as during a community work release program location, shall be reviewed. If approved, the Media Spokesperson shall schedule with the media representative a time and location where the interviews can occur. Inmate interviews are prohibited at certain locations outside a secured facility perimeter, such as while at court or at a hospital.
2. Media representatives are expected to follow staff directions at an off-site location.

- C. Regardless of location, the Media Spokesperson shall monitor an inmate interview with the media and remain in close proximity. For security reasons, one or more Correctional Officers may also accompany the Media Spokesperson and the media. If a media representative wishes to conduct the interview in private, this should be coordinated with the Media Spokesperson prior to the start of the interview. The Sheriff's Office reserves the right to deny this request.
- D. The Media Spokesperson shall ensure that all inmates who are interviewed have signed the Media Release Waiver Form and the media representative/interviewer signs a News Media Agreement Form.

05.03.07 INMATE MEDIA RELEASE WAIVER FORMS

- A. Any inmate photographed in an identifiable manner or whose voice has been recorded in such a way as to identify themselves shall voluntarily sign a Media Release Waiver, if they have not previously done so. This waiver shall document an inmate's approval for a media representative to use their image or voice in a news article, broadcast, etc. The waiver must be given voluntarily and competently.
- B. News media representatives shall not be permitted to interview, photograph, videotape or record an inmate who has not signed a Media Release Waiver Form. Inmates shall also have the right to refuse to be filmed, recorded or interviewed.
- C. Inmates shall typically sign their Media Release Waiver Forms prior to any scheduled interview or activity with a news media representative.
- D. The Media Spokesperson shall submit copies of signed Media Release Waiver Forms to the Superintendent for review. The forms shall also be kept on record with the Media Spokesperson and maintained in the inmate's institutional record (six part folder).
- E. Films, photographs, and video/audio recordings to be publically shown or aired shall be edited to delete any identifiable representation of inmates who have not signed privacy waiver forms.
- F. Copies of signed Media Release Waiver Forms by ICE detainees shall also be filed appropriately with ICE officials.

05.03.08 EMPLOYEE INTERVIEWS WITH THE MEDIA

- A. Due to the privacy rights of both Sheriff's Office employees and inmates, and the serious nature of correctional issues, news media representatives must obtain clearance from the Media Spokesperson to interview any employee when speaking on behalf of the Sheriff's Office. The Media Spokesperson will coordinate such a request, upon the approval of the employee(s) and the Sheriff. Employee interviews with the media shall not violate any staff or inmate privacy rights, nor interfere with the orderly operation of a correctional facility.
- B. Employees shall not communicate to the media about any Sheriff's Office's employee, inmate, facility, operation, project, etc., not act as an official media representative of the Sheriff's Office, unless so authorized by the Sheriff. Employees found doing so can be disciplined, up to and including termination.

05.03.09**DOCUMENTARIES/MEDIA PROJECTS/RESEARCH/TOURS**

- A. Individuals desiring to make a documentary film, tape recordings or other media projects involving inmates at a Bristol County correctional facility or other location must contact the Sheriff or the Media Spokesperson in writing. Such requests shall state the purpose of the project, the length of time that the filming or recording shall last, the type of activities to be filmed or recorded and the person(s) to be interviewed. To expedite entrance procedures, media representatives are encouraged to keep equipment needs to a minimum.
- B. The Sheriff or designee may execute an agreement with the makers of the documentary or media project establishing the conditions for filming or tape recording the documentary.
- C. The Sheriff or designee shall assign a Media Spokesperson or another employee to accompany the makers of the documentary or media project to ensure that any inmate photographed in an identifiable manner or whose voice has been recorded in such a way as to identify the individual, has signed a Media Release Waiver Form to appear in the film or be heard on tape.
- D. The Sheriff or designee shall be entitled to view the filmmaker's documentary before it is shown publicly. This is to ensure that agreements have been complied with and that all necessary inmate Media Release Waiver Forms have been signed.
- E. The Sheriff shall pre-approve visits and interviews requested by writers for the purpose of conducting research to write a book. Such approval shall be contingent upon the writer:
 - 1. Submitting verification of his/her previously published books(s); or
 - 2. Submitting a letter from a recognized publishing company that indicates the publisher's contractual support of the book.
- F. News media representatives that seek a tour of a correctional facility or other Sheriff's Office location shall contact the Media Spokesperson generally two business days in advance. The Sheriff shall approve media tour requests. The Media Spokesperson shall generally accompany the news media representative on the tour and act as a liaison between the representative and the Sheriff's Office employees.

05.03.10**INMATE RULES AND REGULATIONS**

- A. Inmates currently confined to a Bristol County correctional facility may not be employed or act as a reporter or publish under a byline. They may not receive compensation or anything of value for interviews with the news media.
- B. Requests by an inmate for a personal interview with a media representative may be submitted in writing to the Media Spokesperson for review. The Media Spokesperson shall notify an inmate and media representative if the request was granted or not. With each approved interview request, the inmate and media representative shall complete a Media Release Waiver prior to the interview from taking place.

05.03.11**PRESS POOLS**

- A. The Sheriff may establish a press pool whenever it has been determined that the frequency of requests for interviews and visits reaches a volume that warrants limitations. If a press pool is to be established, the Sheriff or the Media Spokesperson shall notify selected news media representatives. Selected press pool members may,

depending on the situation, be from international, nation or local television, print, radio or online media outlets. News material generated by a press pool shall be made available to all media without right of first publication or broadcast. The Sheriff's Office shall work jointly with ICE officials when a press pool has been established for the interview of an ICE detainee(s) or for others on ICE related issues.

05.03.12 RELEASE OF INFORMATION

- A. The Sheriff or the Media Spokesperson may announce through the media events concerning the Bristol County Sheriff's Office. Examples include responses to general media news inquiries, agency activities and accomplishments, emergency situations, inmate deaths, etc.
- B. The release of any information pertaining to an inmate shall be done in accordance with the Criminal Record Offender Information (CORI) law of the Commonwealth of Massachusetts. (M.G.L. C.6, §§ 167-178) as well as any other federal or state privacy or freedom of information laws, such as HIPPA.
- C. If an employee is directly involved in a newsworthy event relative to Sheriff's Office operations, the Sheriff or Media Spokesperson may release the name of said employee in response to a media request - unless the following conditions apply:
 - 1. It is reasonable to believe that releasing the name could reasonably compromise a pending investigation or confidential source;
 - 2. It is reasonable to believe that disclosure could lead to harassment, violence or retaliation against the staff member, another staff member or the staff member's family;
 - 3. It is reasonable to believe that disclosure could lead to media inquiries that would interfere with the staff member's work; (i.e. undercover operations)
 - 4. The employee was killed or seriously injured and their family has not yet been notified;
 - 5. The employee is the subject of allegations of wrongdoing and an internal investigation or disciplinary process is pending or imminent;
 - 6. The employee's identity was publicly known at the time of the event, but the incident has been obscured by the passage of time and is no longer the subject of substantial news attention;
 - 7. There is a specific reason upon which to conclude that the employee's name should not be released for operational or investigative reasons other than those listed above. (If the Sheriff or Media Spokesperson decides to withhold an employee's name under this section, they should seek the advice of legal counsel as soon as possible.)
- D. If the Sheriff or Media Spokesperson consents to release an employee's name to the media, the employee should be notified of the release, if possible;
- E. The Sheriff or the Media Spokesperson shall be solely responsible for communications with the media. All other Sheriff's Office personnel are to refer media inquiries to the Sheriff or his designee, such as the Media Spokesperson or administrative office personnel.

05.03.13 EXPECTED PRACTICES BY MEDIA REPRESENTATIVES

- A. It is expected that media representatives recognize their professional responsibility to make reasonable attempts to verify any allegations regarding an inmate, employee or the Sheriff's Office.

- B. Media representatives are requested to provide the Sheriff's Office an opportunity to respond to any allegation, which might be published or broadcast prior to distribution.
- C. Media representatives should collect information about inmates or detainees from the primary source. A media representative may not obtain and use personal information from one inmate about another inmate who refuses to be interviewed.
- D. Media representatives should contact the Media Spokesperson concerning discussions or comments regarding applicability to any department or correctional facility rule or order.
- E. Media representatives should not place themselves in positions that would directly interfere with Sheriff's Office employees at the scene of an incident. This includes photographers and camera crews. The Media Spokesperson (or the Incident Commander if the Media Spokesperson is not yet at the scene) should establish perimeters for media representatives at the scene and communicate to media representatives when the Sheriff or his designee shall be available for comment.
- F. Prior to interviewing/filming identifiable inmates, The Media Spokesperson shall have media representatives complete a News Media Waiver Form, which shall verify their understanding that the use of a film or tape without the consent of identifiable inmates may lead to civil or criminal liability or the forfeiture of the privilege to enter a Bristol County correctional facility. Such usage of film or tape without consent may constitute a violation of the Criminal Offender Record Information Statute, MGL c. 6, §§ 167-178. The Media Spokesperson shall ensure that media representatives complete the form prior to interview an inmate.
- G. Failure of a media representative(s) to follow these general standards of conduct constitutes grounds for denying that representative(s), or the news organization, which they represent, permission to conduct an interview.

05.03.14 SPECIAL OR EMERGENCY EVENT COVERAGE

- A. In the event of an emergency situation, Sheriff's Office personnel shall also follow the procedures detailed within the Media Emergency Plans for direction and staff areas of responsibility.

05.03.15 USE OF SOCIAL MEDIA

A. GENERAL STATEMENT

1. Employees are expected to always use appropriate discretion regarding their use of personal social media accounts (e.g. Facebook, Twitter, LinkedIn, etc.) particularly regarding comments concerning the operations of the Bristol County Sheriff's Office, its employees, inmate, visitors, etc. An employee found misusing their personal social media account may be disciplined at any time, up to and including termination, as well as criminal prosecution.
2. Only the Sheriff or his designee shall post official statements/responses made on a social media site regarding the Sheriff's Office, its employees, inmates and operations. No other person is authorized to make such statements/responses, unless specifically authorized by the Sheriff to do so. No employee shall act as a spokesperson for the Sheriff's Office, unless they have been explicitly authorized by the Sheriff or the Special Sheriff to do so.

3. Employees shall not use Sheriff's Office equipment (e.g. computers, mobile devices) to gain access to their personalized social media accounts, unless explicitly authorized by the Sheriff or his designee.
4. Employees shall not use a Sheriff's Office email address to register onto a social media account, unless explicitly approved by the Sheriff to do so and only for official reasons.

B. GENERAL RULES

1. Employees should always exercise good judgment and demonstrate personal accountability when participating and commenting on a social media site, particularly with regards to the Sheriff's Office, its employees and activities. They should not post any comment about any past or current inmate or their incarceration on a social media site.
2. Employees should always consider the possible adverse consequences of becoming associated or "friends" with an individual or group of individuals on a social media site, as well as posting inappropriate comments onto a personal social media account. Such postings may affect future employment opportunities, cross-examination in criminal cases and public/private embarrassment. For example, employees should not become associated ("friends") with a known former inmate on Facebook or similar social media site. Once it is known to an employee that they have become associated ("friends") with a former inmate on a social media site, they should immediately discontinue that association. An employee seeking an exception to this procedure, such as for family members, should submit a written request to the Sheriff or Superintendent for approval.
3. Employee shall not willingly transmit, receive, submit, disclose or publish any information on a social media site that:
 - a. Violates the privacy rights of another employee or inmate;
 - b. Interferes with the orderly operation of any correctional facility;
 - c. Discredits or adversely affects the reputation and integrity of the Sheriff's Office;
 - d. Posts information that is deemed classified/confidential in nature;
 - e. Posts CORI protected information;
 - f. Posts information protected under the provisions of attorney-client privilege;
 - g. Posts photographs or other depictions of Sheriff's Office uniforms, badges, patches, marked vehicles, property, or on-duty personnel, including incident scenes or official activities- unless explicitly authorized to do so;
 - h. Posts unofficial comments or gossip concerning the Sheriff's Office, inmates, fellow employees, visitors, crimes, accidents, arrests, incidents, etc. or department responses to such activities;
 - i. Posts comments or images to disparage or harass another Sheriff's Office employee, inmate or any other citizen;
 - j. Posts prohibited material, pictures, artwork, video or other references (Prohibited material shall include material that is defamatory, inaccurate, abusive, obscene, profane, sexually orientated, pornographic, threatening, culturally/racially offensive, illegal or which may compromise the security and safety of the Sheriff's Office);
 - k. Post comments with the intent of interfering with the orderly operation the Sheriff's Office, its correctional facility or other functions;
 - l. Post comments or images that violate any other state or federal laws/regulation;
 - m. Post comments in violation of Sheriff's Office policy, such as the Code of Ethics or Equal Opportunity/Sexual Harassment policies.

4. Employees who post comments relative to the Sheriff's Office on their social media account should include a disclaimer that clearly states that the views expressed are those of the individual and not the Sheriff's Office.
5. Employees shall notify their Immediate Supervisor if they become aware or have specific knowledge that another employee has been or is currently using a social media site in violation of these rules. The Immediate Supervisor shall take appropriate follow-up action.

C. DISCIPLINARY ACTIONS

1. Employees who violate any aspect of this policy are subject to disciplinary action, up to and including termination and possible criminal prosecution.
2. Employees who violate any aspect of this policy may be temporarily or permanently banned from having access to a Sheriff's Office computer, mobile device, etc. and/or access to the internet using Sheriff's Office equipment. Only the Sheriff, or in his absence, the Special Sheriff has the authority to deny or reinstate an employee's access to such equipment or internet use. When so authorized, such decisions shall be communicated to the ADS/ Technology Services for implementation.

D. EMPLOYEE TRAINING

1. Employees shall receive general orientation training regarding the rules within this policy. Refresher training may be provided to employees during annual in-service, as determined by the Training Division.

REFERENCES

- M.G.L. c. §§ (1), (d) and (q), c. 127 §§ 1A and 1 B
- DOC standards 103 CMR 910.06 "Requests for Information and Media Access"
- ACA Standards 4-ALDF-7F-01 "Community Relations"
- ICE Detention Standards 7-39 "News Media Interviews and Tours"

APPLICABILITY

ALL EMPLOYEES

LOCATION

The Sheriff's Office Central Policy Files, Policy Manuals, Shared Policy File of the Sheriff's Office computer network

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY

The Superintendent and the Immediate Supervisors of Bristol County Law Enforcement Deputy Sheriffs

EFFECTIVE DATE

This policy shall be effective upon the signature of the Sheriff.

CANCELLATION

This policy cancels all previous policy statements, bulletins, directives, orders, notices, rules and regulations regarding the use of force to the extent that they are inconsistent with the requirements of this policy.

SERVABILITY CLAUSE

If any article, section, subsection, sentence, clause or phrase of this policy is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Sheriff or otherwise inoperative, such decisions shall not affect the validity of any other articles, section, subsection, sentence, clause or phrase of this policy.

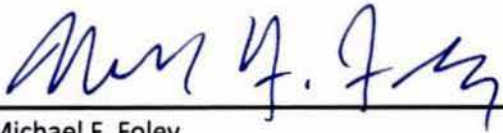
ANNUAL REVIEW DATE

The Sheriff or his designee shall review this policy annually from the effective date. The party or parties conducting the review shall develop a memorandum to the Sheriff with a copy to the Central Policy Files indicating that the review has been completed. Recommendations for revisions, additions or deletions shall be included.

EMERGENCY SITUATIONS

In the event of an emergency situation, the Sheriff, the Superintendent, the Asst. Superintendent of Security Operations may suspend the reporting requirements outlines within this policy for up to 48 hours. The Sheriff shall approve any suspensions lasting beyond 48 hours of the emergency.

THE FOLLOWING HAVE REVIEWED AND APPROVED THIS POLICY (# 09.06.00) AS TO FORM AND CONTENT



Michael F. Foley
ADS/Policy Development and Compliance

8/8/18

Date



Robert Novack, Esq.
Sheriff's Office Legal Services

8-10-18

Date



Steven J. Souza
Superintendent

8/9/18

Date



Thomas M. Hodgson
Sheriff of Bristol County

08/09/18

Date