

LEE COUNTY SHERIFF'S OFFICE
GENERAL ORDER

Supersedes GO#17-006

GO#: 19-002
Date: 5/08/19
Page: 1 of

- c. If the device has CJII-restricted information stored, the Terminal Agency Coordinator will report the potential data compromise to the Florida Department of Law Enforcement and/or other appropriate authorities.

XI. Computer Backup of Data: [82.1.6]

In order to prevent loss of data through accidental deletion, data corruption or system failure, all users are required to save all data/files to their assigned folder on the P: Drive or appropriate folder on the S: Drive, located on the Lee County Sheriff's Office network. This data is securely backed up. No personal data such as movies, music files, etc. should be stored on network drives. Any data not saved/copied to the user's network drives will not be backed up, files saved on a local hard drive may be lost. Technical Support is not responsible for recovery of or copying data that a user saves to a local hard drive, My Documents, Desktop, etc. Users should contact the Technical Support Division if they need assistance backing up files.

X. Internet Usage:

The Lee County Sheriff's Office provides employees with internet access and electronic communications services needed to fulfill job responsibilities and increase productivity. All agency members who have internet access shall comply with the following guidelines [CFA 34.12 b]:

1. Permitted Use:

The Lee County Sheriff's Office internet connection system is primarily for business use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities. Users may use the Lee County Sheriff's Office internet services for personal improvement, outside of scheduled hours of work, provided that such use is not for personal financial gain.

2. Strictly Prohibited:

Unless related to an official investigation, users shall not use the Lee County Sheriff's Office internet to view, download, save, receive or send material related to or including:

- a. Offensive content of any kind, including pornographic material.

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Page: 1 of

- b. Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability.
 - c. Threatening or violent behavior.
 - d. Illegal activities.
 - e. Messages of a religious, political or racial nature.
 - f. Gambling.
 - g. Personal financial gain.
 - h. Material protected under copyright laws.
 - i. Sending agency-sensitive information by e-mail or over the internet.
3. Responsibilities:
- Lee County Sheriff's Office users are responsible for:
- a. Honoring acceptable use policies of networks accessed through the Lee County Sheriff's Office internet.
 - b. Abiding by existing federal, state and local telecommunications and networking laws and regulations.
 - c. Following copyright laws regarding protected commercial software or intellectual property.
 - d. Minimizing unnecessary network traffic that may interfere with the ability of others to use agency network resources.
 - e. Not overloading networks with excessive data or wasting agency technical resources.

XIII. Intranet:

The intranet system accesses the agency's internal network and provides a variety of information and forms including, but not limited to, the Health Insurance Plan, Family Medical Leave Act information, internal and external phone directory, and searches for all major record keeping systems including: records management data, CAD, jail management data, mug photos, and deputy reports. Also included on the intranet is the agency's Power DMS electronic dissemination system. All agency employees must check, read and sign any documents sent through the agency's document management system at least once per duty week.

- 1. Operations Manual on Intranet (Power DMS):

be filed in the member's personnel file. Such records shall be maintained according to the General Records Retention Schedule GS2.

26.3 SOCIAL MEDIA POLICY AND PROCEDURES FOR AGENCY OPERATED MEDIA ACCOUNTS AND MEMBER'S PERSONAL SOCIAL MEDIA

The Lee County Sheriff's Office endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline process; and foster productivity. This policy establishes the Lee County Sheriff's Office position on the utility and management of social media and provides guidance on its management, administration, and oversight.

The policy of this agency is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of our agency. The agency recognizes the role that these tools play in the personal lives of some employees. The personal use of social media can have bearing on employees and their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by employees. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

26.3.1.1 Definitions:

1. **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "web log."
2. **Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administer rights.
3. **Post:** Content and individual shares on a social media site or the act of publishing content on a site.
4. **Profile:** Information that a user provides about himself or herself on a social networking site.
5. **Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace, Linkdin), microblogging sites (Twitter, Nixle), photo and video sharing sites (Flickr, Instagram, Snapchat, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
6. **Social Networks:** Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

7. **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photograph, videotape, or related forms of communication.
8. **Web 2.0:** The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use the term interchangeably with social media.
9. **Wiki:** Web page(s) that can be edited collaboratively.

26.3.1.2 Lee County Sheriff's Office Operated Social Media Account(s)

Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website. The page(s) should link to the agency's official website if possible.

- I. Procedures:
 - A. All agency social media sites or pages shall be approved by the Sheriff or Command Staff via chain of command and shall be administered by the Public Information Office or as otherwise determined.
 - B. Where possible, social media pages shall clearly indicate they are maintained by the Lee County Sheriff's Office and shall have agency contact information prominently displayed.
 - C. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - D. Content is subject to public records laws. Relevant record retention schedules apply to social media content.
 - E. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
 - F. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Lee County Sheriff's Office.
 - G. Pages shall clearly indicate that posted comments will be monitored and that the agency reserves the right to remove obscenities, off topic comments, and personal attacks.
 - H. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

- I. Employees shall not represent that they are speaking on behalf of the Lee County Sheriff's Office unless authorized to do so by the Sheriff or a designee. Employees representing the agency via social media outlets shall comply with the following:
 - 1) Employees shall conduct themselves at all times as a representative of the agency and accordingly, shall adhere to all agency standards of conduct and observe conventionally accepted protocols and proper decorum.
 - 2) Employees shall identify themselves as a member of the agency.
 - 3) Employees shall not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos related to agency training activities, or work-related assignments without permission from the Bureau Commander.
 - 4) Employees shall not conduct political activities or private business.
 - 5) Employees assigned to investigate certain crimes/incidents may create a social media account using a pseudonym for the sole purpose of investigation or information gathering. Approval for this investigative technique shall be obtained from the respective employee's Chain of Command.
 - 6) Access to the account will be provided to the account holder's supervisor to include log in and password information.
 - 7) Employees shall abide by all provisions listed in this policy and procedure when using the social media account.
 - 8) Use of personally owned devices to manage the agency's social media activities or use in the course of official duties is prohibited without express written permission of the Bureau Commander.
 - 9) Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
 - 10) Where proposed use of social media in connection with performance of agency duties does not meet all requirements set forth herein, prior written approval must be obtained from the applicable Bureau Commander.

26.3.1.3 Personal Social Media

As public employees, agency personnel are cautioned that speech, on or off duty, made pursuant to their official duties (speech that owes its existence to the employee's professional duties and responsibilities) may not be protected speech under the First Amendment and may form the basis for discipline if deemed disruptive to the agency. Employees should assume that their speech and related activity on social media sites may reflect upon their office and this agency.

- I. Precautions and Prohibitions. Employees shall abide by the following when using personal social media:
 - A. For safety and security reasons, employees are cautioned not to disclose their employment with this agency or post information pertaining to any other member of the agency without their permission. Employees are cautioned not to post personal photographs or provide similar means of personal recognition, such as uniforms, badges, patches, marked/unmarked vehicles, or any other agency insignia, that may cause them to be identified as a law enforcement officer of the Lee County Sheriff's Office. Employees who are, or may reasonably be expected to work undercover operations, should use extreme caution before posting any form of visual or personal identification.
 - B. Employees shall not post, transmit, or otherwise disseminate any information which is identified as exempt or confidential pursuant to FSS 119.
 - C. When using social media, employees should be mindful that their speech becomes part of the public domain. Therefore adherence to the Lee County Sheriff's Office code of conduct is required in the personal use of social media.
 - D. Engaging in speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected class of individuals may provide grounds for undermining or impeaching an employee's testimony in criminal proceedings. Employees thus sanctioned are subject to discipline up to and including termination of the Lee County Sheriff's Office.
 - E. Employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this agency without express authorization.
 - F. Employees should be aware they may be subject to civil litigation for:

- 1) Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
- 2) Publishing or posting facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.
- 3) Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
- 4) Publishing the creative work of another, trademarks, or certain confidential business information without permission of the owner.
- 5) Employees should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- 6) Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Lee County Sheriff's Office, defense attorneys, and others without prior notice.
- 7) Employees shall not post any material on the internet that may adversely, substantially impact the operational efficiency of the LCSO. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal and civil cases as well as private embarrassment and violations of Public Records State Statute 119. Any violations to State Statute 119 may be subject to disciplinary actions not only administratively but also criminal.
- 8) Employees are responsible for reading, knowing, and complying with the Terms of Service agreement of the internet site used.
- 9) Nothing in this section is intended to infringe upon the employees' rights under FSS 447 (concerted activities for the purpose of collective bargaining or other mutual aid or protection).

26.3.1.4 Exceptions and Discipline:

1. The Sheriff reserves the right to make exceptions in writing to any part of this policy where duty or other needs provide.
2. A violation of any part of this policy shall be grounds for progressive disciplinary actions.