

**Guernsey County Sheriff's Office**  
**Social Media Policy and Guidelines for Public Use**



**December 2022**

The Guernsey County Sheriff's Office is participating in social media formats to reach a broader audience, disseminate information and interact with residents.

We encourage your comments, your ideas and your suggestions through our social media sites and look forward to an active exchange of ideas. This is a place for collecting suggestions, sharing new ideas and providing constructive criticism relevant to Office programs, services, projects, issues, events or activities. All viewpoints are welcome, but comments should remain relevant to the topic at hand, not use profanity, not make unsupported allegations, and should not include spam. Anonymous posting will not be permitted on Guernsey County Sheriff's Office social media sites.

**Social media sites are not to be used to report emergencies.** Guernsey County Sheriff's Office social media sites will not constitute an official form of communication for legal notice, specific requests for service, public records requests, registering a complaint, or filing a claim.

**Members of the media** are asked to send questions to the Guernsey County Sheriff's Office through their normal channels and refrain from submitting questions here as comments. Reporter questions will not be posted or answered.

**Public records:** Any content maintained in a social media format which is related to Office business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.

The Guernsey County Sheriff's Office retains the discretion and reserve the right to remove and/or not allow comment(s) to be posted. Guernsey County Sheriff's Office reserves the right to modify this policy at any time and all modifications will be posted. Continued use of a Guernsey County Sheriff's Office site following the posting of any modification signifies acceptance of such modification.

Thank you for taking the time to review the Guernsey County Sheriff's Office Social Media policy. The following guidelines explain the Office's policy in further detail.

## 1. Posts and Comments

- a. All posted content (comment, photos, links, etc) must be related to the article or post regarding Office programs, services, projects, issues, events or activities. If the social media site has an “Off Topic” feature, comments may be posted as long as they conform to the comment policy.
- b. Guernsey County Sheriff’s Office social media sites will not constitute an official form of communication for legal notice, specific requests for service, public records requests, registering a complaint, filing a claim, or to report criminal activity.
- c. Members of the media are asked to send questions to the Guernsey County Sheriff’s Office through their normal channels and refrain from submitting questions here as comments. Reporter questions will not be posted or answered.
- d. Guernsey County Sheriff’s Office social media content and comments containing any of the following are not allowed. Posts containing any of these elements will be removed:
  - i. Comments must be civil and may not contain slanderous, libelous, malicious, offensive, threatening, profane, or insulting language.
  - ii. Content and language that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status regarding public assistance, national origin, physical or mental disability, or sexual orientation.
  - iii. References to the personality of individuals, personal attacks, or potentially libelous statements.
  - iv. Advertising, spam, and promotional announcements.
  - v. Comments may not include personally identifiable information, such as an address, phone number, social security number, or other sensitive information.
  - vi. Comments of a sexual nature or links to sexual content.
  - vii. Comments may not represent a person other than the one posting the comment.
  - viii. Comments encouraging illegal activity.

- ix. “Trolling” behaviors, including inflammatory, digressive, extraneous and/or off-topic comments.
- x. Solicitations of commerce.
- xi. Requesting off-page contact or messaging from other followers, posters, or commenters.
- xii. Participants are responsible for what they post. Comments must not breach any law, confidentiality, or copyright.

## **2. References, Links and Embedded Content Policy**

- a. Any references or links to a specific entity, product, service or organization posted by individuals on the Guernsey County Sheriff’s Office social media sites should not be considered an endorsement by this Office or its employees.
- b. The Guernsey County Sheriff’s Office does not review, sponsor, or endorse any other websites linked to this website. The views and opinions of authors, expressed on those websites do not necessarily state or reflect the opinion of the Guernsey County Sheriff’s Office and may not be quoted or reproduced for the purpose of stating or implying any endorsement or approval of any product, person, or service.
- c. Guernsey County Sheriff’s Office is not responsible for the content that appears on these external links.
- d. Guernsey County Sheriff’s Office is not responsible for and does not guarantee the authenticity, accuracy, appropriateness, nor security of the link, external web site or its content, unless the link goes directly to the Guernsey County Sheriff’s Office website.
- e. Guernsey County Sheriff’s Office reserves the right to delete links posted by individuals that violate the Office’s social media policy.

## **3. Public Records**

- a. Subject to certain statutory exceptions, most documents and records maintained by the Guernsey County Sheriff’s Office, including but not limited to electronic records, are public records under Ohio law.
- b. Any content maintained in a social media format which is related to Office business, including but not limited to a list of subscribers, posted comments, and information submitted for posting, may be a public record subject to public disclosure.
- c. Records Retention:
  - i. Records will be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using the approved Office social media platform and tools.

- ii. Content submitted for posting that is deemed not suitable for posting by a Guernsey County Sheriff's Office moderator, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.

#### **4. Privacy**

- a. All users of the Guernsey County Sheriff's Office social media sites are subject to the site's own privacy policy. The Guernsey County Sheriff's Office has no control over a third party's privacy policy or their modifications to it.
- b. To protect your own privacy and the privacy of others, please do not include personal information, such as your Social Security number, phone numbers or email addresses in your comment.

#### **5. Copyright Policy**

- a. The Office retains copyright on all text, graphics and other content that was produced by the Guernsey County Sheriff's Office and is found on the social media site.
- b. Any use of the Guernsey County Sheriff's Office seal or logo is prohibited without the express written permission of the Office.
- c. Third Party Copyright: Content that violates a legal ownership interest of any other party or copyright should not be posted or submitted in any form without permission of the rights holder. Any person redistributing information subject to a third party copyright via the Office's social media sites must adhere to the terms and conditions of the third party copyright holder.

#### **6. Disclaimers**

- a. The Guernsey County Sheriff's Office does not guarantee that any information posted by members of the public, or employees who are not designated as content providers is correct and it assumes no liability for any inaccuracies, loss or damage resulting from reliance on any such information posted on this website by any unauthorized person(s).
- b. The Guernsey County Sheriff's Office does not guarantee that the social media sites will be uninterrupted, permanent or error-free.
- c. The Office reserves the right to modify this policy at any time.