

## **5.5 Social Network Sites**

### **I. POLICY**

It is the policy of the Johnstown Police department to ensure that the integrity of this department be maintained. No uniform or non-uniformed employee will post on his or her personal web site any information pertaining, but not limited to the performance of his or her duty i.e.: incident reports, scene photographs, evidence or commentary of any kind. Personnel will not display him or herself in any official uniform or display a badge.

### **II. PURPOSE**

The purpose of this directive is to secure the public's trust, maintain personnel respectability, preserve sensitive information and protect American Civil Liberties. The Johnstown Police Department will forever strive to be exemplary in honest thought and deed both in our personal and official life.

### **III. DEFINITIONS**

1. Personal Web Site: memberships on any Internet-based chat rooms, social clubs or forums, to include, but not limited to: Facebook, Google, Yahoo, YouTube.com, MySpace, etc.
2. Official Web Site: [www.johnstownpolice.com](http://www.johnstownpolice.com)
3. Uniform: The official uniform issued to all Johnstown Police personnel to include, but not limited to the chief, captain, sergeants, patrol, K-9, S.E.R.T.

### **IV. PROCEDURES**

#### **A. Personal Web Site**

1. No employee of the Johnstown Police Department shall use any blog or social network on or off duty that could identify them as a member of the Johnstown Police Department.
2. No employee of the Johnstown Police Department shall defame, disgrace, demoralize the City of Johnstown and the department he/she is employed on any social network on or off duty.
3. No employee of the Johnstown Police Department shall author, transmit or store documents such as electronic mail [e-mail] messages or attachments containing racist, homophobic, sexist, defamatory,

## 5.5 continued

offensive, illegal or otherwise inappropriate material on any computer or any network on or off duty.

4. No employee of the Johnstown Police Department shall place any information about themselves or any officer pertaining to the performance of his or her duty.
5. No employee of the Johnstown Police Department shall place any knowledge of any incident stemming from his or her performance of their duty or any fellow officer.
6. No photograph, imagery, illustration or depiction of any kind shall be placed on a personal web site shall include, but not limited to.
  - a. Personal image in an official uniform or displaying a badge
  - b. Crime scenes
  - c. Accident scenes
  - d. Evidence
  - e. Traffic stops
  - f. Handling of prisoners
  - g. Any imagery of departmental functions

### B. Official Web Site

The Johnstown Police Department has a World Wide Web that is owned and managed by the department. It contains a home page that acts as the table of contents to other offerings available at the site. The Chief of Police approves additional pages that include images, videos or other digital assets.

1. Johnstown Police Department
  - a. [www.johnstownpolice.com](http://www.johnstownpolice.com)
2. The official web site shall be the only host to any and all official documentation for example.
  - a. Personnel
  - b. Incidents
  - c. Images of any kind [lost & found items, officer photo's, etc.]
  - d. Application process

**5.5 continued**

Effective:

Date: March 23, 2012

By Order Of:

Craig Foust  
Chief Of Police