

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 260.1 through 260.3	Page 1 of 2
	SUPERSEDES:	DATE ISSUED: November 1, 2014
SUBJECT: Social Media	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

260.1 Social Media Site(s) Comments

The purpose of this site is to present matters relevant to the services, activities, issues, or policies of Prince George County. We encourage you to submit your questions, comments, criticisms and concerns, but please note that this is a moderated online discussion site and not a public forum.

Material covered by this policy includes not just comments, but also images and links to other sites. The county reserves the right to remove any material that, in whole or in part, does not comply with this policy or applicable law, including the following materials:

1. anything off topic;
2. anything obscene, vulgar or sexually explicit;
3. spam, computer viruses or anything which may disrupt, damage, or restrict the use of any computer software or hardware or telecommunications equipment;
4. advocating or depicting illegal activity;
5. targeting or disparaging any ethnic, racial, religious, gender, or other type of group;
6. anything that would interfere with the operations or investigations of county law enforcement or jeopardize their safety;
7. containing personal attacks of any kind;
8. campaigning for public office or promoting a political candidate or organization; or
9. infringing on copyrights or trademarks.

Please note that material posted on this site or links created by anyone other than the county does not reflect the opinions and position of Prince George County.

260.2 Distribution of Social Media Policy to County Employees; Employee Acknowledgement

A copy of the Social Media Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.

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260.3 Facebook Comment Removal

Facebook Comment Removal Form

Date: _____

Submitted by: _____ Title: _____

To document the deletion of a Facebook post, fully open the comment on screen, hit screen print, repeat as necessary to capture the entire comment. Then delete comment.

On _____ (date) at _____ a.m./p.m., Prince George County removed the attached content from its Facebook site (attach screen print to this form).

The removed content was determined to be in violation of one or more of the following posting or commenting requirements, as outlined in Prince George County's Social Media Comments Policy.

- is off topic
- contains anything obscene, vulgar or sexually explicit
- is spam
- advocates or depicts illegal activity
- targets or disparages any ethnic, racial, religious, gender or other type of group
- interferes with the operations or investigations of county law enforcement or jeopardizes their safety
- contains personal attacks of any kind
- campaigns for public office or promotes a political organization or candidate
- infringes on copyrights or trademarks

Removal Authorized by

Name: _____

Signature: _____ Date/time: _____

Attachment: screen print of comment removed