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Effective Date	October 30, 2009		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

The purpose is to establish policy concerning personal web pages or sites with reference to the Wilkesboro Police Department.

II. POLICY

It is the department's policy that employees have a right to have personal web pages or sites. However, when reference is made to or about the Wilkesboro Police Department, a review of that reference is needed to ensure that such reference does not cause a lack in public confidence and respect in the department.

III. DISCUSSION

Web sites such as My Space, Face book, Hall Pass and other sites that promote or allow individuals to express themselves and seek communication with other individuals for personal relationships, friendships or just pen pal correspondences, requires a Policy to ensure that employees use appropriate discretion in their use of references to the Wilkesboro Police Department and not discredit themselves or the department.

IV. PROCEDURES

A. Employees who have personal web pages or other types of internet postings, which can be accessed by the public, shall not identify themselves directly or indirectly as an employee of the Wilkesboro Police Department.

B. Photographs or other depictions of department's uniforms, badges, patches, marked units and Wilkesboro Police Department logo shall not be used on employee internet postings.

C. Employees wishing to use references to or photographs / depictions noted above must receive the approval of the Chief of Police.

D. Approval Process

1. The employee seeking approval to use references to the department on their personal web pages or sites shall:

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- a. In memo form submit a request for approval to the Chief of Police via the Chain-of-Command.
 - b. Describe the proposed reference to the department and purpose.
 - c. Provide a list and graphic of any photographs, artwork, etc. to be used on the web page.
 - d. If available provide a printed layout of the entire web page, posting or site.
2. The employee will receive, in memo form, an approval or denial of the request.

E. Limitations

1. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any department approved reference.
2. Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Wilkesboro Police Department.
3. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases and public as well as private embarrassment.
4. Employees are encouraged to seek the guidance of supervisors regarding any posting that may adversely reflect upon either the department or upon the professionalism or integrity of the employee.

F. Change Approval

1. Changes made to the previously approved web page, site or posting must be submitted for re-approval through the same approval process as described earlier in this policy.

Personnel who violate this policy and procedure shall be subject to disciplinary action up to and including termination of employment.