



## Kosciusko County Sheriff's Office

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**Sheriff Jim Smith**

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### **Social Media – Policy**

#### **Kosciusko County Sheriff's Office – Social Media Comments Policy**

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The Kosciusko County Sheriff's Office engages with the public through many digital outlets including a website, mobile applications and third-party social networking sites. Social media use by this agency is intended to extend traditional channels of constituent engagement, increase transparency, raise awareness about important safety concerns and promote the agency's programs, services and efforts.

We encourage citizens to submit their questions, comments, criticisms and concerns, but please note that these are moderated online discussion sites and not public forums.

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

The agency also reserves the right to remove material that:

- contains anything obscene, vulgar or sexually explicit.
- is spam, to include multiple or repetitive posts, which will be archived and/or hidden.
- advocates or depicts illegal activity.
- targets or disparages any ethnic, racial, religious, gender, or any other type of group.
- contains personal attacks of any kind.
- promotes private business ventures, services or products.
- campaigns for public office or promotes a political organization or candidate.
- infringes on copyrights or trademarks.
- jeopardizes the safety of personnel, operations or investigations.
- contains comments or hyperlinks not directly related to the business or work of this agency or the particular social media content being commented upon.
- posts or links that contain malicious software such as, viruses, spyware or other unwanted software.
- contains any personal identifying information such as address, telephone number, email address, social security number or other sensitive information.
- contains details about an ongoing investigation, legal or administrative proceeding that could prejudice the process or interfere with an individual's rights.

Upon posting, the content shared by this agency on a website, mobile applications and third-party social networking sites becomes public domain. With limited exceptions, such content is therefore not exempt from Freedom of Information Act (FOIA) requests. FOIA requests should be submitted through official channels.