

City of Anderson Police Department Anderson, South Carolina

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| DIRECTIVE TYPE General Order | EFFECTIVE DATE January 29, 2010 | NUMBER 906 |
| SUBJECT Personal Web Pages and Postings | | |
| REVISED | | |
| REFERENCE | AMENDS/SUPERSEDES All Others | |
| DISTRIBUTION All Personnel | RE-EVALUATION DATE Annual | NO. PAGES 2 |

Purpose: The purpose of this order is to establish policy concerning personal web pages, social networking or any other internet site with references to the City of Anderson Police Department and/or its activities to ensure that employees use appropriate discretion in their use of any reference to this department that does not discredit them or the department.

Policy: It is the policy of the City of Anderson Police Department that employees have a right to have personal web pages or sites. However, when reference is made to or about the City of Anderson 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.

I. Procedure:

- A. Employees who have personal web pages, social networking, 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 City of Anderson Police Department.
- B. Photographs or other depictions of department uniforms, badges, patches, vehicles and the department badge shall not be used on employee Internet postings.

- C. Employees wishing to use such references, photographs, or depictions as noted above must receive written approval from the Captain of their respective division.


II. Approval process

- A. Any employee seeking approval to use references to the department on their personal web pages or sites shall:
 - 1) In memo form, submit a request for approval to the Captain of their respective division via the chain of command
 - 2) Describe the proposed reference to the department and the purpose for that reference
 - 3) Provide a list and graphic of any photographs, artwork, etc. to be used on the web page
- B. The employee will receive, in memo form, an approval or denial of the request.
- C. Changes made to the previously approved web page, site, or posting must be submitted for re-approval through the same approval process.

III. Limitations

- A. No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted in conjunction with any approved reference(s).
- B. Employees shall not post any material on the Internet that brings discredit to, or may adversely affect, the efficiency or integrity of the Police Department.
- C. Employees should consider the possible adverse consequences of Internet postings, such as future employment, cross-examination in criminal cases, and public embarrassment.
- D. Employees are encouraged to seek the guidance of supervisors regarding any posting that may adversely affect either the department or the employee.

By order of:



Martin D. Brown
Chief of Police

1-29-2010
Date