

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION**

**NO.: 2013-\_\_\_\_\_**

**TO ADOPT A SOCIAL MEDIA USE POLICY**

WHEREAS: The Information Technology Department has established a set of Technology policies; and

WHEREAS: Resolution 2009-128 established Technology Policy 9 Internet which lists Internet communication through social networking and media hosting sites as an unacceptable use; and

WHEREAS: Resolution 2010-080 revised Policy 9 Internet to exempt Kittitas County Fair from the unacceptable use policy to allow Facebook and Twitter communication, as a secondary public record, to promote the Kittitas County Fair; and

WHEREAS: The Information Technology Committee has written a Social Media Use policy and recommends it be adopted by the Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Kittitas County Board of Commissioners hereby adopts the attached Technology Policy 14 Social Media Use and the attached changes to Policy 9 Internet and 11 Web Policies.

ADOPTED this 16 day of July, 2013.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

\_\_\_\_\_  
Commissioner, Chair

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Commissioner, Vice-Chair

\_\_\_\_\_  
Commissioner

ATTEST:  
CLERK OF THE BOARD

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Julie A. Kjorsvik

## 14. Social Media Use

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Adopted by the Board of County Commissioners 7/16/2013

### 14.1 Summary

Kittitas County recognizes the benefit of quick and directed communication provided by social media. It also recognizes the challenges related to records management, public disclosure laws, unrestricted public forums, and to the reputation of the County and its representatives.

The purpose of this policy is to establish consistent standards for and ensure appropriate use of Kittitas County-sponsored social media sites used by Kittitas County offices/departments in reaching out to the public with the purpose of sharing information about Kittitas County.

This policy applies to all County-sponsored social media sites and to all Kittitas County employees and those performing business on behalf of a County office/department.

### 14.2 References

- RCW 42.56 Public Records Act
- Kittitas County IT Policies
- Kittitas County Personnel Policies

All official Kittitas County presences on social media sites are subject to all related administrative policies, including, but not limited to, confidentiality, employee conduct, records management, privacy, and security of County technology assets.

### 14.3 Definitions

#### 14.3.1 Public Record

Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics ([RCW 42.56.010\(3\)](#)).

#### 14.3.2 Social Networking

Any internet site that is focused on creating networks of individuals such as Facebook, LinkedIn, YouTube, Twitter, Instagram, etc.

### 14.3.3 Social Media

Internet-based communication tools that provide for immediate and interactive information sharing. Examples include forums, weblogs, microblogs, wikis, social networks, podcasts, photo sharing, and chat.

### 14.3.4 Publishers

Employees and other individuals authorized to contribute to County-sponsored social media sites.

## 14.4 Policy

### 14.4.1 Kittitas County's Official Website

Kittitas County's official Website at <http://www.co.kittitas.wa.us> is and will remain the County's primary and predominant Internet presence.

### 14.4.2 Official County-Sponsored Social Media Sites

Every County-sponsored social media site account must be pre-approved by the Board of County Commissioners.

KCIT will create, configure, and have access to all County-sponsored social media sites and accounts.

Kittitas County's intranet (CAMAS) may be used to post messages to the County's website and to County-sponsored social media sites.

Social media site applications shall not be used unless pre-approved by the Information Technology Committee.

#### ***14.4.2.1 Right to Remove Sites***

Kittitas County reserves the right to remove social media sites it has created without notice.

### 14.4.3 Front Page Requirements and Branding

To help distinguish County-sponsored social media sites from other sites, and to facilitate their proper use, home pages of County-sponsored social media sites must:

- Follow the Kittitas County website style guide
- State the site is maintained by Kittitas County and is subject to this Social Media Use Policy
- Identify the office/department responsible for the information displayed
- Provide a clear statement of the discussion topic of the site so that the public is aware of the limited nature of the discussion and that inappropriate posts are subject to removal
- Have links to the County Privacy Notice and Social Media Disclaimer (section 14.4.6)
- Have a link to the county or office/department home page
- State the County disclaims any and all responsibility and liability for any materials that the County deems inappropriate for posting which cannot be removed in an expeditious and otherwise timely manner.

#### **14.4.4 Posting**

Only publishers may post to County-sponsored social media sites. All publishers must sign the Social Media Use Policy Acknowledgement Form prior to using the service. No one may publish to County-sponsored social media sites unless they have signed the Social Media Use Policy Acknowledgement Form.

##### ***14.4.4.1 Purpose of Posts***

Posts shall be written to increase the public's knowledge, trust, and use of County office/departments, programs or services and drive users to the County's website.

##### ***14.4.4.2 Official Business Only***

Employees and other individuals authorized to use social media to communicate on behalf of a County office/department should be mindful that statements posted represent the County, including its elected officials. Most social media sites do not allow editing of posts. Use discretion when posting.

Posts shall always relate to work matters within the subject matter jurisdiction of the posting office/department and should be consistent with the County's public service mission. Only information authorized by this policy shall be posted. Employees and other individuals authorized to use County-sponsored social media sites must ensure that all information posted is professionally presented, accurate, and appropriate for dissemination to the public.

##### ***14.4.4.3 Copyright Laws***

Postings must adhere to copyright laws and reference or cite sources appropriately. This includes, but is not limited to, quotes, text, images, and documents.

##### ***14.4.4.4 No Political Advocacy or Private Commercial Activity***

Publishers must not use County-sponsored social media sites for advocacy of political purposes or to conduct private commercial activities.

##### ***14.4.4.5 Protection and Non-Disclosure of Confidential/Sensitive Information***

Confidential, sensitive, proprietary or non-public information must not be posted.

Information posted on County-sponsored social media sites must not contain information that relates, or can be connected, to an individual or group of individuals containing specific health information (doctors, diagnoses, medication/prescriptions, etc.), personally identifiable information (names with social security numbers, bank accounts) or information deemed to be sensitive in nature or protected by Federal, State, or County rules and regulations.

It is the responsibility of the publisher to ensure that information posted on these sites does not contain confidential, sensitive, proprietary or personal information.

##### ***14.4.4.6 No Expectation of Privacy***

Publishers should not have any expectation of privacy as to any posting.

#### **14.4.5 Comments**

While the County welcomes public comment by email, letter, and phone, the receipt of public comments on a County social media site comes with certain legal risks and administrative challenges. Where comments are not desirable or practical, the office/department should carefully consider both appropriate social media and other media tools.

##### ***14.4.5.1 Daily Monitoring of Comments***

The posting office/department must dedicate sufficient resources and time on a daily basis to monitor for disallowed comments or to respond to requests or questions.

##### ***14.4.5.2 Right to Remove Content***

Kittitas County reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

##### ***14.4.5.3 Removal of comments***

Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

##### ***14.4.5.4 Disabling of Public Comments***

There may be occasions where disabling public comments on a social media site is desirable. In these instances, comments may be invited via email to a designated County office/department email address that is regularly monitored.

#### **14.4.6 Social Media Disclaimer**

This Social Media Disclaimer will be linked to from all County-sponsored social media sites.

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##### **Kittitas County Social Media Disclaimer**

Thank you for using this Kittitas County social media site (the “site”).

This site provides an opportunity for sharing and discussing information about Kittitas County programs and activities. The comments and opinions expressed by users of this site are theirs alone and do not reflect the opinions of Kittitas County or its employees.

This site, including but not limited to all linked pages and subpages, is provided on an "as is" basis, and users are fully and solely responsible for their use of the site and for any results or consequences of such use.

Comments should be limited to comments related to the posted topic. This site is not the proper place to express opinions or beliefs not directly related to that topic.

Comments will not be edited by Kittitas County or its staff.

Further, any comment will be deleted if it contains:

- Vulgar, offensive, or harassing language.

- Graphic, obscene, or explicit language or materials. Nor do we allow comments that are abusive, hateful, or intended to defame anyone or any organization.
- Discriminatory language based on race, national origin, age, gender, sexual orientation, religion or disability.
- Threats or personal attacks.
- Personal or sensitive information (e.g., phone numbers, email or postal addresses).
- The suggestion or encouragement of illegal activity.
- Comments promoting or opposing any person campaigning for election to a political office or promoting or opposing any ballot proposition.
- Solicitations or advertisements.
- Apparent spam, such as the same comment posted repeatedly.
- Intentionally or unintentionally incorrect or misleading information. Kittitas County reserves the right to respond to any comments containing incorrect or misleading information and/or delete such comments.

All links posted by users on this site will be reviewed and may be deleted.

Violations of this comment policy may cause the author to be blocked from this site without notice.

We understand that social media is a 24/7 medium; however, our moderation capabilities are not. Kittitas County may not see every inappropriate comment immediately, and we are trusting in the maturity of our community to ignore personal attacks and negative speech or respond politely. Or even better - to ignore them.

Communications made through this site's e-mail and messaging system will in no way constitute a legal or official notice or comment to Kittitas County or any official or employee of Kittitas County for any purpose. For example, a post or comment that asks that Kittitas County provide public records will not be considered a public records request until being sent through the proper channels. Likewise, a post or comment related to a proposed agency rule will not be considered by the agency.

In no event shall Kittitas County or its agencies, officers, employees, agents, or representatives be liable for any direct, indirect, special, punitive, incidental, exemplary or consequential damages arising from your accessing or using this site, including but not limited to anything contained in, displayed on, or deleted from this site. Nothing contained in or displayed on this site constitutes or is intended to constitute legal advice by Kittitas County or any of its agencies, officers, employees, agents, attorneys, or representatives.

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#### **14.4.7 Records Management**

Content on County-sponsored social media sites shall not be offered in lieu of official information on the County's official Website. Wherever possible, content posted to County-sponsored social media sites

will also be available on the County's website and contain links directing users back to the County's website for in-depth information, forms, documents or online services.

#### **14.4.7.1 Public Records**

County-sponsored social media sites are subject to State of Washington public records laws (RCW 42.56). Any content published to a County sponsored site, including lists of subscribers and posted communications, is public record.

#### **14.4.7.2 Records Retention**

Public records on County-sponsored social media sites will be archived and managed in accordance with Washington State records retention schedules.

#### **14.4.7.3 Requests for Public Records**

Any requests for posts on a County-sponsored social media site shall be referred to the office/department maintaining the site. The posting office/department must be prepared to respond to requests for public records.

## **14.5 Responsibilities**

### **14.5.1 Elected Officials and Department Heads, and their Designees**

Kittitas County Elected Officials and Department Heads are responsible and accountable for social media posts submitted by their designated social media publishers. Only authorized publishers may post, respond, comment, or manage County social media content. Employees who post to or respond to comments on a County social media site on behalf of the County and who are not authorized publishers are subject to disciplinary action.

Elected Officials and Department Heads are responsible for the accurate and timely posting of information and responding to comments/requests.

Commissioners should not comment or otherwise communicate via social media related to County business as this might constitute a meeting under the Open Public Meetings Act.

### **14.5.2 Employees**

Publishers are responsible for the content they publish on any social media site or network and to manage their postings in a manner that supports a positive public image for the County agency.

### **14.5.3 Information Technology**

KCIT is responsible for:

- Setting up social media sites
- Applying branding following the Kittitas County style guide
- Linking to the County Privacy Notice and Social Media Disclaimer



## 14.6 Related Documents

- County Privacy Notice
- Social Media Use Policy - Acknowledgement Form
- Records Management Policy

## 14.7 Enforcement

Violators of this policy may be subject to appropriate disciplinary action, up to and including employment termination, termination of agreements, denial of service, and/or legal penalties, both criminal and civil.

## Kittitas County Social Media Use Policy Acknowledgement Form

I acknowledge that I have received a copy of the Kittitas County Social Media Use Policy and understand that this document describes my responsibilities and the conduct expected of me as a publisher of social media content.

I understand that if I have questions regarding the policy I will consult with my immediate supervisor or an Information Technology employee.

Employee
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Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_

Elected Official/Department Head
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Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_

Information Technology
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Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_

<p><i>The original signed form must be sent to the Information Technology department who will create the user account and forward to the Human Resource Office to be filed in the employee's personnel file.</i></p>
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Changes to Policy 9 Internet and 11 Web Policies:

## 9. Internet

### *Unacceptable use*

Employees must not use the Internet for purposes that are illegal, unethical, or may be harmful to Kittitas County.

### **Internet communications**

No Internet communications method, except those hosted on the county's network, may be used to conduct county business unless a [county policy](#), contract, interlocal agreement, RCW, federal, or Washington State agency governs or provides for the service. This includes, but is not limited to the following:

1. Instant messaging
2. Blogs
3. Forums
4. ~~Twitter~~
5. ~~Social networking (MySpace and Facebook)~~
6. ~~Media hosting sites (YouTube, PhotoBucket, Blip.tv)~~

~~Kittitas County Fair (kittitascoutyfair.com) is exempt from the unacceptable use policy to allow Facebook and Twitter communication, as a secondary public record, to promote the Kittitas County Fair.~~

## 11. Web policies

### *Kittitas County web sites*

<http://www.kittitascountyfair.com> is the official Kittitas County Fair Web site. The Fair Program Director, as advised by the Kittitas County Fair Board of Directors, and under the direction of the BOCC, is responsible for its content. The fair site will follow all publishing policies set forth in this document; however exception is granted to allow a distinctive design, information about Kittitas County Fair sponsors, [and](#) a hyperlink to each sponsor's official Web site, ~~and links to the Kittitas County Fair Facebook and Twitter sites.~~