

KNOX COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Social Media Policy

POLICY #3230

As technology has progressed, social media is seen as an important form of communication with our agency. It is the policy of the Knox County Board of Developmental Disabilities to communicate to the public how our social media accounts will be reviewed and what actions are appropriate.

The following policy will be posted on our KCBDD Facebook page. Links to the policy will also be posted on Instagram, YouTube, and all other future social media accounts, directing the public to read the policy on our website.

NOTICE TO PUBLIC

I. General Notice

Opinions and comments expressed by the public on KCBDD social media sites do not reflect the opinions or positions of our agency, the Knox County government, its officers or employees.

II. Oversight and Enforcement

Comments, photos, posts of any kind will be removed if the following are included:

- Confidential information
- Trademark, trade secret, or copyright violations
- Profanity
- Racist, sexist, obscene or derogatory content or comments
- Threatening or harassing comments
- Posts or links that promote or suggest illegal behavior
- Commercial endorsements or spam
- Off-topic posts

Users who violate these rules will receive a warning for the first violation. The second violation will result in the individual being banned from the page.

III. Notice of Monitoring

Social media accounts may only be monitored during business hours or according to our agency's discretion. If message are received during non-business hours, they may not receive a response until the next business day. If you are a person supported by the

Knox County Board of Developmental Disabilities, and need immediate assistance after hours, please call 740-501-4592 and ask to speak to the on-call service coordinator. If you would like to make a Public Records Act request, please refer to the next section.

IV. Public Record Act Requests

If a requestor would like to make a public records request, please contact KCBDD by telephone, email, mail, fax, or visit our administrative office during normal business hours. Requested records will not be linked to any social media page or sent in a direct message on social media.

Please refer to ORC 149.43 for more information. <http://codes.ohio.gov/orc/149.43v1>

Board Adopted

May 8, 2019