



**METROPOLITAN POLICE DEPARTMENT
NASHVILLE, TENNESSEE**

Roll Call Training/Shift Briefing

M.P.D FORM 101

SUBJECT: Management and Utilization of Automated Systems: 12.30.060 Specific Provisions	REVISED: February 6, 2019	RESCINDS & REPLACES: 12.30.060 Specific Provisions, Section E
REFERENCE or AUTHORITY: DEPARTMENT MANUAL 12.30.060 Specific Provisions	EFFECTIVE DATE: February 6, 2019	DISTRIBUTION: All Personnel

I. PURPOSE

The purpose of this roll call training document is, pending formal update to the Department Manual, to make all personnel aware of a pending change to the Department Manual regarding Management and Utilization of Automated Systems: 12.30.060 Specific Provisions.

In accordance with the current requirements, supervisors shall ensure all employees under their command are aware of this document, by having them sign a daily worksheet (MNPD Form 255, Daily Worksheet), or other component receipt form acknowledging they have received notice of the information and accept responsibility to follow the directive(s) contained herein.

II. KEY POINTS TO COVER DURING ROLL CALL TRAINING

Management and Utilization of Automated Systems: 12.30.060 Specific Provisions Section E. Social Media, in the current manual is deleted in its entirety and replaced with new Section E below:

E. Social Media

1. Follow our existing rules of conduct: As a representative of Metro Police Department, you must act with honesty and integrity in all matters. This commitment is also true for all forms of social media communications.
2. Communicating on behalf of Metro Police Department: When making statements on behalf of or when acting as a representative or when perception indicates you may be making such a statement, members are reminded to follow established policy and procedures for public statements as contained in the Media Relations policy.
3. Use appropriate disclaimers: Only authorized employees may make statements for the Metro Police Department. If you identify yourself as a Metro Police Department employee, or if you may be readily identifiable as a Metro Police Department employee you must make clear that you are not commenting on behalf of the department. Accordingly, should you desire to make reference to the Metro Police Department on a blog, message board or other online community, you must make it clear that the views/opinions you are sharing are your own and not necessarily the views of the Metro Police Department.

The following statement may be used for this purpose: "I work for the Metro Police Department, and this is my personal opinion. My statements have not been reviewed or approved by the Metro Police Department, and they do not necessarily represent the views or opinions of the Metro Police Department."

4. Act with respect and exercise common sense: Online communications should not violate the department's conduct related policies, including its harassment, personal conduct/deportment, and defamation policies.
5. Safeguard the privacy of Metro Police Department' activities: Consistent with established policy and procedure on the security of department operations, you should not discuss departmental operations, make any comment concerning any active or ongoing departmental matter; or post a picture or video of departmental operations or investigations on a social media site, such as Facebook or Twitter, or on a photo/file sharing site, such as Flickr, Snap Chat, Instagram, YouTube or Shutterfly. It is a violation of Metro Police Department policy to disclose, use or refer to Metro Police Department's confidential information in any form of online media.
6. You are responsible for your online actions. This includes online behavior conducted with a Metro Police Department e-mail address, or which can be traced back to a Metro Police Department or City of Nashville domain, or which uses Metro Police Department assets (such as a company-issued computer or internet-capable phone). It also includes your activities in social media and any content that you publish online.

Please remember that outside parties could pursue legal action against you for your social media postings. In any circumstance where you are notified or otherwise learn that an outside party is seeking legal action against you (or the Metro Police Department) in regard to your postings, and the postings mention the Metro Police Department, notify your supervisor immediately.

7. Safeguard Metro Police Department's intellectual property: You may not post the Metro Police Department logo, any graphic materials that contain Metro Police Department insignia, logo, patch or similar indicia or any other Metro Police Department materials without prior approval of the Chief of Police or authorized designee.
8. Do not respond to inaccurate information about the Metro Police Department. If you come across accusatory or negative comments about Metro Police Department, please notify your supervisor.
9. Do not manipulate polls and surveys: You cannot use the Metro Police Department network to influence polls, rankings, or to increase Web traffic.
10. Do not include your Metro Police Department e-mail address in your social networking profile: You may not include your Metro Police Department or government e-mail address in your personal profile on social networking sites or for contact related to such activity.

If you have any questions or need additional assistance, please contact:

*Strategic Development Division
615-862-7790*