



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary:** /s/ Simone Marsteller

**Date:** 03/30/2019

**Subject:** Social Media Usage

**Section:** FDJJ – 1205.70

**Originating Office:** Office of Communications

**Authority:** Section 282.318, Florida Statutes, Security of Data and Information Technology Resources

**Related References:**

FDJJ 1205.40 Internet Access and Use

FDJJ 1205.50 Network User Accounts

FDJJ 1235 Utilization of Information Technology Access Permissions and Resources

FDJJ 1205.30 Information Resource Security Standards and Guidelines, Attachment 1  
- *Florida Department of Juvenile Justice Information Security Handbook.*

**Purpose:** This policy defines the scope of use for the Department’s social media accounts, determines the Department’s goals for social media usage, and establishes guidelines for both acceptable and unacceptable uses of social media within the workplace.

**Offices Affected by the Policy:** All offices within the Department and all Department providers contractors, vendors, and employees of third-party organizations that utilize the Department’s Internet services to access social media sites.

**POLICY STATEMENT:**

- The Department uses social media as a tool to promote a positive agenda for juvenile justice, educate and bring public awareness to its wide scope of initiatives.
- The Department’s goal for social media is to cultivate the public conversation and educate the public on juvenile justice issues while creating relationships unique to the state of Florida.
- Only the Chief of Staff and the Office of Communications are authorized to utilize and manage DJJ’s official social media accounts. Any person outside of these two offices must have designation in writing.
- Communications staff are responsible for reviewing, editing, and managing content and official responses posted on behalf of the Department.

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- Department employees are allowed limited access and use of their personal social media accounts where the communication is brief and does not interfere with the performance of the employees assigned work duties. Personal social media access and use shall be consistent with the requirements contained in this policy and other related policies. Personal social media access and use shall not consume significant amounts of state resources, nor subject the Department to any additional cost or negative publicity. Said usage shall not involve an employee's personal business enterprise or be prohibited by Florida law or Department policy.
- Social media use is subject to management or supervisory discretion.
- Applicable employees (e.g. JPO's, Intake Specialists, etc.) are authorized to access and use social media sites as a monitoring tool for youth who are assigned to their care.
- Employees shall not share images, data, or information about agency employees, youth, facilities, or Department providers that could potentially negatively impact the Department or violate agency rules, privacy policies, statutes or laws.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department's Policies internet page.

The Department's Internet Access and Use policy (FDJJ – 1205.40) provides guidelines for acceptable and prohibited use of the Department's Internet resources.

The DJJ Employee Handbook references the overall Internet policy.