



Social Media Policy – Requests and Exit Procedures

Social-media accounts, for use in the course of City work or to communicate City news, must be pre-approved by the Communications Director. Administrative accounts will be created by the Information Technology Department, which will grant editor rights to those approved by the Communication Director. Social-media administrators and editors are required to complete public-records training, as specified by the City Clerk prior to operating a site or posting information. The city manager must give the final approval for all City media sites/accounts.

When an employee, who had social-media roles for the City's social media, leave their employment, the Human Resources Department will notify the I.T. Department prior to the employee's departure to allow appropriate modifications to the account permissions.