

# Town of Franklin Social Media Guidelines (Town Facebook and Twitter Accounts)

Updated: February 18, 2016

## **PURPOSE:**

Establish a procedure governing the use of official Town social media accounts.

## **GENERAL:**

- The Town has created a Facebook page and Twitter account as a customer service tool for the dissemination of unbiased, factual information to the Town and public.
- Only Departments and individuals on the attached list are authorized to post information to the Town's social media sites: other Departments and staff members may be authorized by the Town Administrator, as evidenced by updates (s) to the social media policy.
- The Town's social media sites will be used by the Town and its agencies for communicating information with the sole purpose of informing the public of the work, news and updates of various Town departments. The Town will not comment or reply to any response posts and is not obligated to respond to any comments posted on Facebook or Twitter.
- Town staff is not to engage in any dialogue or private messaging over social media.
- The Town and its agencies are not obligated to follow or friend any organization or individual. The Town and its agencies may follow other public town, state and quasi-state agencies for the coordination and dissemination of information of interest to the public.
- No comments will be accepted through the Town's social media accounts for any public hearing; either adjudicatory public hearings or any other notified public hearing. Residents must attend public hearings and directly communicate with the deliberative body.
- Content posted to social media is subject to Massachusetts Public Records Law.

## **MONITORING:**

- The Town Administrator's Office reserves the right to monitor content on all of its social media sites and to modify or remove any messages, postings or members that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party or otherwise inappropriate for the service.
- The Town expressly reserves right to remove any post, comment or remark that contains the following content from the social media site:
  - Personal attacks, insults or threatening language
  - Obscene or sexual
  - Profane language
  - Racism or discrimination

- Potentially libelous statements
  - Support or opposition for political campaigns
  - Plagiarized material
  - Personal and private information
  - Anything that may compromise public safety and security
  - Comments or hyperlinks unrelated to posted information
  - Commercial promotions or spam content:
- The Town's social media sites may be used to communicate the following:
    - Announcements about departmental or community items of interest
    - Emergency notifications
    - Highlighting of Town events and activities

Authorized social media accounts and users as of 2/18/2016

**DPW**

Brutus Cantoreggi  
Laurie Ruzala  
Kate Sjoberg

**Fire**

Gary McCarraher  
Paul Sharpe  
Joe Barbieri  
Tracey Hosford  
Susan Walsh

**Library**

Felicia Oti  
Barbara Andrews

**Municipal Building**

Jamie Hellen  
Chrissy Whelton  
Maxine Kinhart

**Police**

Stephen Semerjian  
Gary Premo

**Recreation**

Ryan Jette  
Megan Woodacre

**Senior Center**

Karen Alves  
Susan Barbour