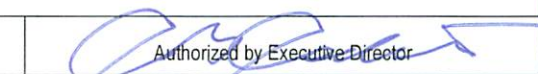


Chapter:	Information Management	Classification:	Public Document
Subject:	Social Media		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 It is the policy of Correctional Services to encourage safe, creative and effective communication with all employees and stakeholders using a variety of acceptable tools, including social media, to promote business practices.
- 1.2 Any partnership or arrangement to develop or participate in a social media platform to promote business practices will follow
 - 1.2.1 Correctional Services Policy and Procedures Subject No. 3.00.00, [Information Management, General](#)
 - 1.2.2 Government Social Media Policy, Communications Nova Scotia,
 - 1.2.3 Social Media Terms of Use Guidelines for Employees,
 - 1.2.4 Public Service Commission, Code of Conduct
 - 1.2.5 Correctional Services, Personnel Regulations and Professional Code of Conduct, and
 - 1.2.6 this policy.
- 1.3 All employees accessing social media sites are governed by
 - 1.3.1 Correctional Services' Personnel Regulations and Professional Code of Conduct.
 - 1.3.2 Policy and procedures, including those affecting protection of privacy, capture and retention of records, security, conflict of interest, and internet use.

2. Definitions

- 2.1 Social Media means online technologies and practices that are used to share information and opinions. It can involve a variety of formats including
 - 2.1.1 social networks
 - 2.1.2 discussion forums
 - 2.1.3 blogs
 - 2.1.4 wikis
 - 2.1.5 podcasts

Page 1 of 2	Dated Issued: April 5, 2011 Date of Last Revision: April 5, 2011 Current Revision Date: October 25, 2019	Subject No. 3.02.00
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2.2 Moderated formats provide technical and monitoring measures that prevent or ensure timely removal of any objectionable submissions.

3. Authorization

3.1 Communications Nova Scotia has overall authority to approve all new social media initiatives. Each local request is required to be approved by the

3.1.1 superintendent in correctional facilities

3.1.2 senior probation officer in community corrections offices

3.2 When assessing project appropriateness, each superintendent or senior probation officer, will consider

3.2.1 potential audience

3.2.2 cost

3.2.3 benefits to Correctional Services, its clients, and the public

3.3 Any proposal receiving positive support at the local level will be sent to the appropriate director, correctional services, for review and consideration.

3.4 Directors have the option to approve or deny all proposals. If approved a formal submission will be made to the Executive Director for consideration.

3.5 Should the Executive Director support the initiative the proposal will be processed, and a submission made to Communications Nova Scotia.

3.6 Decisions from Communications Nova Scotia will be considered final.