

Human Resources Director, please consider the addition of similar messaging for the purpose of strengthening current HR policy.

**NOTE:** The actual verbiage below is only an example, and HR is encouraged to formulate its own terminology if/when accepting the following recommendations.

1. **D. County-Owned Social Media**

If an Elected Official, County Manager, Assistant County Manager, or Department Head desires to establish stricter social media operating rules, they should consult with the Human Resources and Legal departments to ensure that the more stringent protocol does not violate applicable policies, laws, or statutes. In addition, such updates to departmental operating procedures should be both documented and provided to applicable personnel, to include the PIO Department.

2. Content posted and received on County-Owned social media sites are public records and thereby subject to the New Mexico Inspection of Public Records Act. Thus, applicable records retention laws should be followed.

3. **E. Employee Owned Social Media**

Doña Ana County employees are prohibited from using a Doña County e-mail address as contact information when registering for personal social media participation.

4. Employees should not disclose information that would impair the safety and security of Doña Ana County or its staff.