



WHAT YOU NEED TO KNOW ABOUT DHS SOCIAL MEDIA POLICY

- ✓ **NEVER** share, post, or expose confidential information about clients, partners, or other employees.
- ✓ **NO** posting to personal social media while on duty. Employees can be held accountable for social media posts made while at work and when off duty.
- ✓ No posting comments to social media while off duty if the statements contain information gained through their official capacity and threaten or harass others.
- ✓ Do not use your employee email for social media accounts.
- ✓ DHS can view information about a current or prospective employee that is publicly available on the internet.
- ✓ Supervisors cannot require employees to interact on social media.
- ✓ Employees must request access to social media sites at work for specific investigative purposes.
- ✓ Internal and external communications and publications will be managed by the DHS Office of Communications and Engagement.
- ✓ It is the employee's responsibility to stay informed on agency policies regarding social media and communications.