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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Use of District Social Media  
**POLICY NUMBER:** 7226

**7226.1** Butte County Mosquito and Vector Control District (District) recognizes the secure use of social media can enhance communication and information exchange and streamline processes.

**7226.1.2** This Policy is not intended to address one particular form of social media, but rather, social media in general and in general terms, as technology will outpace the District's ability to discover emerging technology and create policies governing their specific uses.

**7226.2** The purpose of this policy is to provide the District, District employees, District Board of Trustees, and volunteers guidelines on the use of District social media.

**7226.3** The District's official website at [www.ButteMosquito.com](http://www.ButteMosquito.com) (or any other domain owned by the District) will remain the District's primary means of internet communication. Use of District social media shall only serve as an enhancement to the District's official website. Therefore, information and communications should be organized in a manner that avoids the posting of conflicting information.

**7226.4** The establishment and use of District Social Media sites is subject to approval by the District Manager.

**7226.4.1** District Manager or his/her designees are responsible for determining who is authorized to use District social media and for designating appropriate access levels.

**7226.4.2** Employees representing the District via District social media sites must conduct themselves at all times as a representative of the District and in accordance with all District policies.

**7226.5** The District's social media sites are subject to the State of California public records laws. Any content maintained in a social media format that is related to District business, may be a disclosable public record.

**7226.6** Any employee authorized to post items on any of the District's social media sites shall not use the District's social media accounts to express personal views through such postings.