



SOCIAL MEDIA POLICY

ADOPTED: April 22, 2019

The City of Otsego social media sites will be “Limited Public Forums” with the intended purpose of serving as a mechanism for communication between City departments and the public.

Comments and Posting Regulations

The City of Otsego intends to promote effective communication and maintain a respectful dialogue on all social media pages. City moderators use the following rules to ensure that posted comments are constructive and suitable for all visitors, while respecting range of opinions and points of view. The City strives to answer all questions within 24 hours during the work week. Any comments or questions posted during the weekend will be responded to the next business day. Those posting comments must comply with the following regulations:

- Comments and posts must be civil and may not contain slanderous, libelous, malicious, offensive, threatening, profane, or insulting language.
- References to the personality of individuals or personal attacks will not be permitted.
- Advertising or promotional announcements are not permitted.
- Comments on city posts must be within the scope of the topic under discussion.
- Comments and posts cannot include personally identifiable information, such as address, phone number, social security number or other sensitive information.
- Comments and posts cannot represent a person other than the one posting the comment.
- Comments and posts containing links to other web sites or pages must be relevant to the topic.
- Comments or posts cannot serve electoral campaign purposes. Political messages will not be published.
- Participants are responsible for what they post. Comments must not breach any law, confidentiality, or copyright.

Please note, comments and posts on the City’s social networking sites do not reflect the opinion and position of the City of Otsego, its employees or elected officials. Comments and posts by external parties on official City of Otsego pages are not official public testimony concerning any project or program. An opinion expressed on an Otsego social networking site is posted for discussion online and is not a

substitute for a formal statement in a public hearing process. A participant who posts comments contrary to the terms above may be prohibited from future participation.

If you have questions or concerns that need immediate attention, please call City Hall at 763.441.4414. In the event of an emergency, please call 9-1-1.

Data Practices and Records Retention: To the extent that any content on social media is government data, such data are transitory communications and will not be retained.

Official City of Otsego Social Media Sites

Facebook:

Otsego City Government
Otsego Parks and Recreation

Twitter:

Otsego City Government
Otsego Parks and Recreation

Instagram:

Otsego City Government
Otsego Parks and Recreation

*Any site not included in the list is not an official City of Otsego social media site.