

### Steps to Social Media:

1. Fill out the Social Media Information Form
2. Give the Social Media Information Form to your Division Director/Manager
3. Division Director gives the form to the Department Director for approval
4. Department Director gives the form back to the Division Director when a decision is made
5. Division Director gives the form back to the Employee to begin the Social media campaign
6. Employee (if the designated editor for the campaign) will review the "Guidelines for Social Media" document.

### After social media campaign has begun:

1. Social media sites are to be checked every day by the editor (or their backup)
2. If an item needs to be removed or changed for inappropriate content or misinformation (as outlined in the guidance document), the editor will fill out the Social Media documentation form and bring the matter to the attention of their Division Director/Manager
3. The Division Director/Manager will turn the matter over to the appropriate division for resolution.
4. The Division Director/Manager will inform the Department Director of unresolved or contentious issues
5. If an item is to be added to a site, the social media documentation form will be filled out by the requesting person and will go through an accelerated version of the review and approval process, turnover not to exceed 24 hours
6. Each Division will be responsible for submitting items they would like discussed on the Department social media sites to the editor after review and approval is finished
7. Messages originating from the PIO will be placed on social media outlets as well as given to media partners that already receive them
8. All of the social media documentation forms will be maintained by the editor for reference in case requested through the Freedom of Information Act