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JOHN Q. HAMM
COMMISSIONER

December 23, 2025

ADMINISTRATIVE REGULATION NUMBER 234

OPR: PUBLIC INFORMATION

SOCIAL MEDIA

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for governing the use of social media.

II. POLICY

It is the policy of the ADOC to utilize social media as a resource for the ADOC to provide information and to provide guidance for employees in the use of social media, social networking sites, and other sites and services that permit users to share information with others.

III. DEFINITIONS AND ACRONYMS

A. **Employee/Staff**: Any person employed by the ADOC as a full-time, part-time, conditional, or temporary employee, and all other persons including, but not limited to, contractors, authorized service providers, vendors, interns, and volunteers in the classified and unclassified service.

B. **Public Information Manager (PIM)**: An individual designated to coordinate the dissemination of information and statements concerning departmental activities.

C. **Social Media**: Computer–mediated tools that allow people to create, share, or exchange information, ideas, pictures, and videos in virtual communities and on social networks.

D. **Social Media Platform**: Refers to websites or applications utilized for social networking. Examples include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, YouTube, and blogs.

IV. RESPONSIBILITIES

A. The Facility Head/Division Director is responsible for ensuring that this policy is made available to all ADOC employees.

B. The ADOC PIM is responsible for overseeing and confirming decisions regarding the official ADOC social media platforms.

C. Employees are responsible for adherence to ADOC policies and procedures relating to social media.

V. PROCEDURES

A. The ADOC PIM shall:

1. Create a social media presence on behalf of the ADOC utilizing authorized social media sites. Prior to authorizing new sites, the PIM shall confer with the Information Systems Division to ensure any new sites will comply with the procedures of this AR.

2. Evaluate requests for usage of ADOC's social media platforms including, but not limited to, verification of authorized staff and requests to post information on behalf of the ADOC.

3. Maintain a list of social media domains, active account logins, and passwords.

4. Ensure that ADOC social media platforms are secure by limiting the number of individuals with passwords, updating passwords no less than every 90 days, and following the policies and procedures established in AR 315, *Use of Information Technology*.

5. Ensure material on the official ADOC social media platforms are monitored for inappropriate content. Inappropriate content includes, but is not limited to, statements, photographs, video, or audio that:

   a. Contains obscene or lewd material;

   b. Could incite violence or promote illegal activities (including postings made utilizing illegal devices);

   c. Could be viewed as harassing, threatening, or bullying;

d. Discloses confidential, private, or security-related information of the ADOC, in accordance with AR 005, *Public Information*;

e. Could disrupt the ability of the ADOC to perform its function;

f. Contains copyright or trademark material;

g. Promote commercial operation; and/or

h. Could constitute discrimination, harassment, or that could contribute to the creation of a hostile work environment on the basis of a person's race, sex, disability, religion, ethnicity, age, color, or any other status protected by law, regulation, rule, or policy.

6. Remove inappropriate content from ADOC social media platforms and document the reason.

7. Supervise staff utilized to maintain official ADOC social media platforms including, but not limited to, interns from institutions of higher education.

8. Ensure all posts or information on ADOC social media platforms are maintained in accordance with the departmental Records Disposition Authority (RDA).

B. Employees using social media to represent the ADOC in an official capacity:

1. All authorized users must be approved by the Commissioner/ designee and must sign ADOC Form 234-A, *Social Media Policy Agreement*, indicating acknowledgement and acceptance of this policy.

2. When using social media on behalf of the ADOC, the authorized users shall:

a. Indicate their position and that they represent the ADOC.

b. At no time disclose confidential or security related ADOC information, in violation of AR 005, *Public Information.*

c. Follow the ADOC's policies, procedures, and regulations including, but not limited to, AR 315, *Use of Information Technology*, at all times.

d. Use only approved social media platforms.

e. Do not make comments on litigation, investigations, legal matters, personnel, or security issues.

f. Be mindful of copyrights and emblems of third parties and potential invasions of privacy including, but not limited to, posting the pictures of inmates or employees without their consent.

g. Shall not post inappropriate comments or materials that discredit the ADOC.

3. Employees who are not authorized to post on the ADOC social media platforms by the Commissioner/designee and do so in a manner that could indicate that they represent or are acting on behalf of the ADOC shall be subject to appropriate corrective action under Administrative Regulation 208, *Employee Corrective Action (ECA)*, including, but not limited to, termination.

4. Facility Heads/Division Directors shall forward any content they believe should be posted on an ADOC social media platform to PIO@doc.alabama.gov for appropriate action.

C. Employees acting in a private capacity using private resources:

1. Employees shall not provide any information relative to the ADOC, any investigation, litigation, or confidential or security-related information to a public or private source unless authorized by the Commissioner/designee, PIM, or the Legal Division.

2. Material posted on social media can be viewed by the public and misconstrued to represent the official position of the ADOC. Therefore, an employee must take every precaution to ensure that his/her activity in a social media forum does not lead the public to reasonably believe that the employee is acting on behalf of the ADOC and shall at all times clarify that any opinions given on social media are personal in nature.

3. Employees shall not post on their private accounts any image or photograph that belongs to the ADOC, including, but not limited to:

a. Photos of any ADOC building, facility, or grounds;

b. Any image of an inmate (with or without permission);

c. Documents, reports, investigatory documents, photos, videos, policies, or procedures of the ADOC; and

d. Use or display of the ADOC emblem or uniform in any manner that would otherwise violate this AR.

4. Even if an employee has disclaimed association with the ADOC when using social media, the employee must not be engaged in activity that violates any ADOC policy, or any other applicable directive, regulation, and/or law(s). This includes, but is not limited to, friending, following, or otherwise associating with inmates in violation of AR 318, *Employee/Offender Fraternization.*

5. Employees shall conduct themselves in such a manner as to demonstrate the public's trust and confidence inherent in their position as a public servant, even during off-duty hours. In accordance with AR 208, *Employee Corrective Action (ECA)*, employees shall not take part in disgraceful conduct on or off the job that impairs their ability to perform their job. Examples of inappropriate posts that would constitute disgraceful conduct include, but are not limited to, statements, photographs, video, or audio that:

    a. Contains obscene or lewd material;

    b. Could incite violence or promote illegal activities (including postings made utilizing illegal devices);

    c. Could be viewed as harassing, threatening, or bullying;

    d. Discloses confidential, private, or security-related information of the ADOC, in violation of AR 005, *Public Information;*

    e. Could disrupt the ability of the ADOC to perform its function; and/or

    f. Could constitute discrimination, harassment, or that could contribute to the creation of a hostile work environment on the basis of a person's race, sex, disability, religion, ethnicity, age, color, or any other status protected by law, regulation, rule, or policy.

    6. Employees shall not use their social media sites as a forum for airing internal workplace grievances, including complaints or comments about any inmate, coworker, or supervisor.

    7. Employees shall not use personal social media while on work time or on equipment provided by the department. Employees shall not use an ADOC issued e-mail address to register on social networks, blogs, or other online tools for personal use.

    8. Any violation of this regulation may subject an employee to corrective action including, but not limited to, termination, in accordance with ADOC AR 208, *Employee Corrective Action (ECA).*

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS

A. ADOC Form 234-A, *Social Media Policy Agreement.*

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 234, *Social Media,* dated December 23, 2022, and any changes.

IX. PERFORMANCE

A. Code of Alabama 1975 § 14-1-1.1 *et seq*.

Approval Date: 12/23/2025

John Q. Hamm
Commissioner

ALABAMA DEPARTMENT OF CORRECTIONS
SOCIAL MEDIA POLICY AGREEMENT

I, _____ (PRINT NAME)

- I understand that I have been approved to use social media to represent the ADOC in an official capacity.
- I understand that employees who are not authorized users and who use social media in a manner that would indicate that they represent or are acting on behalf of the ADOC shall be subject to appropriate corrective action.
- I agree not to provide usernames, emails, passwords, or other login information to any ADOC Social Media Platform to any person who is not properly authorized by the Commissioner or his/her designee.
- I agree not to provide any information relative to the ADOC, an investigation, or litigation to a public or private ADOC Social Media Platform(s) including, but not limited to, those sponsored by newspapers, radio stations, or television stations, unless authorized by the Commissioner/designee, PIO, or the Legal Division.
- I agree not to be engaged in activity that violates any ADOC policy, or any other applicable directive, regulation, and/or law(s).
- I agree not to post comments on ADOC Social Media Platforms that are inappropriate or that otherwise might discredit the ADOC.
- I understand that a social media site is not an appropriate forum for airing internal workplace grievances including, but not limited to, complaints or comments about any inmate, coworker, or supervisor.
- I certify that I have read AR 234, *Social Media*, and agree to comply with all terms and conditions therein.
- I understand that my failure to do so may result in disciplinary action pursuant to Administrative Regulation 208, *Employee Corrective Action (ECA),* including, but not limited to, termination.

_____ _____

Employee Signature Date

_____ _____

Witness Date

ADOC Form AR 234-A