

McAleese, Lt. Sean

From: Roberts, Jody <JRoberts@hudson.oh.us>
Sent: Monday, September 16, 2019 10:35 AM
To: Bigham, Beth; Radigan, Lisa; Davis, Nicole
Cc: Howington, Jane; Vazzana, Matthew
Subject: Email Addresses When Running for Political Office
Attachments: Orientation Handbook with Ackn Form FINAL 1-19.pdf

Importance: High

You are receiving this email because you have a City-issued email address (@hudson.oh.us) and are on the ballot in November. This is just a friendly reminder that City-issued email addresses must be used for government purposes only, and not for personal or political use. A private email address should be used for political correspondence and on any political literature or websites. I've highlighted sections from our Council/Board Orientation Handbook which cover emails, social media, technology use, and public records requirements below. The complete handbook is attached for reference. Feel free to contact me or City Solicitor Matt Vazzana if you have any questions.

Ward/At-Large Open Forums p. 9

Some Council members hold open forums on a regular basis. These forums help Council members stay in contact with their constituents. These are not official City meetings and are scheduled and publicized in the press by the individual Council member. The City posts these meetings on the City's website calendar and in social media. Members should coordinate with the Clerk of Council regarding the date, time, and location of Council Forums. Forums are established by Council members in their responsibilities as Ward or At-Large Council members, and therefore cannot be used for political campaigning.

Social Media p. 34

Employees, officials and volunteers represent the City of Hudson, on and off duty, and when they are posting social media sites. When posting information online, please adhere to the City's rules and policies including policies that require employees, volunteers and public officials to act in an ethical and civil manner at all times. You are responsible for reading and reviewing the Social Media Policy. General guidelines include:

- Exercise caution, sound judgment, and common sense when posting on personal social media sites, knowing that as public servants, even off duty, one's behavior reflects upon the City.
- Do not use a City-provided email address for any personal social media presence.
- Make it clear all posts on personal sites are your own and not the views or opinions of the City.
- Do not post proprietary, privileged, confidential or non-public information.
- Do not use the City of Hudson logo, seal, or other images owned by the City of Hudson without prior written consent.
- Because you are a representative of the City, posts to private sites may not:
 - o Include material, text or visual, that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful or in violation of City policies.
 - o Include content or links that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender, marital status, status about public assistance, national origin, physical or mental disability or sexual orientation.
 - o Show, conduct or encourage illegal activity.

o Show information or images that may compromise the safety or security of the public or public systems.

Technology Use p. 35

The Information Technology department (IT) will provide an iPad to the Mayor, City Council, and some boards for official City use. City staff will ensure all appropriate software is installed and will provide an orientation in the use of computers and related software. Staff will help with City-issued equipment but does not help with personal computer applications or computers. Personal media, emails, and programs cannot be stored on City-issued computer/iPad equipment. Throughout your Council or board term, City equipment is subject to audit. Virus protection software must not be disabled at any time, and non-City programs or media found during audits will be removed. All City-issued equipment must be returned upon completion of the official's term of office. Be sure to read and understand the full Technology Policy in the Employee Personnel Rules and Policies.

Public Records / Records Retention p. 26

All emails received through a City-provided email address are subject to public records requests and may be released, based on public records requirements. A summary of our policy is on page 26 of the attached Handbook. The document provides a link to the full records policy.

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