



## Social Media Policy

Users and visitors to City of Sausalito social media sites are notified that:

1. The City of Sausalito's use of external social media sites is provided as a public service. The City of Sausalito disclaims liability for ads, videos, promoted content, or messages accessible from any external web page. Any inclusion of external content or messages on external social media sites does not imply endorsement by the City of Sausalito.
2. A comment posted by a member of the public on any City of Sausalito social media site is the opinion of the commentator or poster only, and the publication of a comment does not imply endorsement of, or agreement by, the City of Sausalito, nor do such comments necessarily reflect the opinions or policies of the City of Sausalito.
3. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Notwithstanding the foregoing, the City of Sausalito is not obligated to take such actions, and the City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner.
4. By posting a comment, users agree to indemnify the City of Sausalito, its officers, and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to content posted by users. If a user does not agree to these terms, the individual should not use the City of Sausalito's social media sites as a violation of these terms may lead to legal liability.
5. The City neither guarantees the authenticity, accuracy, appropriateness nor security of external links, websites or content linked thereto.

### Comment Guidelines

1. Comments containing any of the following inappropriate forms of content shall not be permitted on City social media sites and are subject to removal and/or restriction:
  - a. Comments not topically related to the particular content being discussed;
  - b. Profane, obscene, or pornographic content and/or language;
  - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
  - d. Defamatory or personal attacks;
  - e. Threats to any person or organization;



- f. Comments in support of, or in opposition to, any political campaigns or ballot measures, with exceptions allowed on a case-by-case basis, approved by the City Manager;
  - g. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
  - h. Conduct in violation of any federal, state, or local law;
  - i. Encouragement of illegal activity;
  - j. Information that may tend to compromise the safety or security of the public or public systems; or
  - k. Content that violates a legal ownership interest, such as a copyright, of any party.
2. Departments shall monitor their social media sites for comments requesting responses from the City and for comments in violation of this policy.
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6. When a City information technology system and device user responds to a comment, in his/her capacity as a City representative, the user's name and title should be made available, and the user shall not share personal information about himself or herself, or other City employees, elected or appointed officials or volunteers.
7. City social media sites shall be managed consistent with the Ralph M. Brown Act.