



STATE OF MONTANA
BOARD OF PARDONS AND PAROLE
POLICY DIRECTIVE

Policy No. BOPP 1.6	Subject: SOCIAL MEDIA	
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3	
Section 6: General Administration	Effective Date: September 1, 2022	
Signature: /s/ Joseph McElroy, Chief of Staff	Revised:	

I. POLICY

The Board of Pardons and Parole (BOPP) utilizes controlled use of social media to improve communication with crime victims, and the public, and offenders to increase the BOPP’s transparency, and expand accessibility of the Department and its services to offenders, staff, and the public.

II. APPLICABILITY

All BOPP.

III. DEFINITIONS

Protected Personal Information (PPI) – A person’s social security number, or a person’s first name or first initial and last name combined with any of the following: a social security number, tax ID number, driver’s license number, state issued ID number pursuant to 61-12-501, MCA, a tribal ID or enrollment number, ID number issued by any state, district, or territory of the United States, a bank account number, or credit or debit card number in combination with a security code, access code, or password that would permit access to a financial account.

Social Media – Web-based technology that allows interactive dialogue and includes, but is not limited to, blogs, collaborative projects, content communities, and social networking sites.

IV. BOPP DIRECTIVES

A. General Requirements

1. The BOPP will use social media to achieve the following goals:
 - a. enhance public safety through fast and efficient communication to the public for hearing information and dispositional information (<http://bopp.mt.gov>).
 - b. provide the public accessible information related to statutes and administrative rules and other related subject matter.
 - c. state law (46-24-201, MCA) requires law enforcement personnel to ensure that a victim of a crime receives information about their rights, including the stages in the criminal justice process of significance to a crime victim and the way information about such stages may be obtained. 46-24-212, MCA, provides other victim rights information. Upon request of a victim of a felony offense, the Department of Corrections or the Board of Pardons and Parole, as applicable.
 - d. allow for collaboration with criminal justice providers to reintegrate offenders more successfully into the community and provide links to resources on the parole subject matter.

Subject: **SOCIAL MEDIA**

2. The BOPP chairperson, or designee, will:
 - a. approve, create, and maintain social media utilized by the BOPP that officially represent the BOPP.
 - b. approve any modification or expansion of utilized social media sites prior to implementation
 - c. moderate comments submitted and will not post comments that meet the following criteria:
 - 1) contain obscene language, personal attacks of any kind, or offensive terms that target specific individuals or groups
 - 2) unsupported accusations.
3. Users and visitors to social media sites will be notified that the intended purpose of the site is to serve as a mechanism for communication between the BOPP, DOC, criminal justice partners and members of the public.
4. Wherever possible, content posted by BOPP staff on social media sites will contain links directing users for in-depth information, forms, documents, or online services.

B. BOPP Employee Use of Social Media

1. When accessing BOPP authorized social media sites while on-duty, employees will use an established personal profile registered with a personal email address. BOPP defers and adopts applicable DOC policies and procedures including *DOC Policies 1.3.2 Performance and Conduct* and *1.7.9 Acceptable Use of IT Resources*.

C. Consent for Posting Images on Social Media

1. BOPP employees will not be photographed, or filmed, in a manner that allows individual identification without the employee's written consent. On each occasion an employee is filmed or photographed for social media, the employee must sign the [Media Consent Form for Employees](#).
2. Offenders will not be photographed, or filmed, in a manner that allows individual identification without the offender's written consent. On each occasion an offender is filmed, or photographed, for social media, the offender must sign the [Interview/Photo/Video Publication and Media Consent](#) form.

V. CLOSING

1. Questions regarding this policy should be directed to BOPP chair or designee.

VI. REFERENCES

A. *53-1-203, MCA; 61-12-501, MCA*

B. *DOC Policies 1.3.2 Performance and Conduct; 1.4.1 Staff Development and Training; 1.7.9 Acceptable Use of IT Resources*

VII. ATTACHMENTS

[Media Consent Form for Employees](#)