



Colorado Springs Police Department Standard Operating Procedure

DL-409-01 Social Media – Personal Usage

Section 400 – Conduct Standards

Effective Date: 6/24/2025
Supersedes Date: 4/5/2022

.01 Purpose

The purpose of this directive is to establish procedures concerning the personal use of social media applications by department personnel.

.02 Cross-Reference

[GO 400 Employee Conduct \(Sworn and Civilian\)](#)
[GO 409 Social Media – Department Usage](#)

.03 Definitions

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.04 Procedure

The Colorado Springs Police Department (CSPD) recognizes the role that social media plays in the personal lives of department personnel. The personal use of social media can have bearing on department personnel while acting in their official capacity. As such, this directive provides information that is precautionary in nature as well as prohibitions on the use of social media by department personnel. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Department personnel should assume that their speech and related activity on social media sites may reflect upon their office and this department.

DISCLAIMER

The information contained in this directive on this effective date supersedes all previous versions of the directive. The directive is not legally binding and does not create an enforceable promise, contractual right, and/or a contract of employment, either expressed or implied. Modification, suspension, interpretation, or cancellation of any provisions to the directive shall be in accordance with City Code and department policy.

Personnel may express themselves as private citizens on social media sites to the degree that their speech will not:

- Damage professional relationships required to perform their duties;
- Impact the performance of duties;
- Violate legally required confidentiality;
- Constitute a policy violation that could lead to discipline; or
- Negatively affect the public perception of the department in a manner that impacts the department's ability to provide public services.
- Personnel must not divulge information gained by reason of their authority or make any statements, speeches, appearances, endorsements, or publish materials that could reasonably be considered to represent the views or positions of the department without authorization by the Chief of Police or designee.
- Officers who are or who may reasonably be expected to work in undercover operations will not post any form of visual or personal identification.

Use of Personal Accounts for Department Business

Personnel will not use social media account(s) other than official department accounts registered to CSPD or authorized law enforcement partners to do either of the following without prior written approval from the Chief of Police or designee to:

- Conduct criminal investigations and/or share information about criminal investigations to which they have access because of their employment; or
- Post, transmit, or otherwise disseminate any protected information, including photographs, to which they have access because of their employment.

Safety Considerations

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For safety reasons, personnel should consider the risks of:

- Disclosing their employment with this department.
- Posting information pertaining to any other department member without their permission.
- Displaying department logos, uniforms, or similar identifying items on personal pages.
- Posting personal photographs/recognition that may cause them to be identified as CSPD personnel.

Use of Personal Information that is Made Public

Personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

Personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed on a public platform may be accessed by the department at any time without prior notice.

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