Subject: Use of Personal and Department Electronic Communication		Policy Number: ADM: 11
Revision Number: 3	Effective Date: 11/17/2025	Original Issue Date: 09/29/2011

1) PURPOSE

a) The purpose of this policy is to provide guidelines for the sharing of information through any means of electronic communication via personal or department accounts.

2) POLICY

a) It is the policy of the Department of Public Safety to ensure that employees use good judgment and consider the consequences of words and photographs posted on social networking sites or any electronic communication.

3) APPLICABILITY

a) This policy applies to all employees of the Department of Public Safety.

4) REFERENCES

a) NMAC Rule 1.12.10 Internet, Intranet, Email, and Digital Network Usage
b) ADM: 26 Standard of Conduct for Commissioned Personnel; Code of Conduct for all Employees
c) ADM: 31 Access to and Use of Computer Based Resources

5) DEFINITIONS

a) **Blog** – A web site maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video.
b) **DPS** – Department of Public Safety
c) **Electronic Communications** – Electronic communications include messages, images, data, or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (Blackberry, or similar text messaging device), pagers, telephones, cellular and mobile phones (including those with cameras), intranet, internet, back-up storage,

information on a memory or flash card, jump or zip drive, any other type of internal or external removable storage drives, or any other technology tool.

d) **Employees** – Refers to all employees of the Department of Public Safety.

e) **Social Network Services** – a web site that focuses on building and reflecting a social network or social relationships among people who share common interests and/or activities. These networks consist of a profile that represents each user with links, photographs, feeling emoticons, status and opinion statements, and personal user information

6) OPERATIONAL PROCEDURES

a) Employee Use of Personal and Department Electronic Communication

i) Employees should consider the possible adverse consequences of texting, emailing, and posting on social networking web sites and/or blog spots.

ii) Employees are not prohibited from representing themselves as a DPS employee on a Social Networking/Blog site as long as it reflects favorably on the agency and the State of New Mexico. Employees shall:

(1) Not display the insignia of the Department of Public Safety or any of its Law Enforcement Divisions in ill repute;

(2) Not post, send, or forward photographs or comments that may have an adverse effect upon the professionalism or integrity of the employee or other employees, or violate any policies set forth by DPS;

(3) Not post, send, or forward photographs or comments that violate the laws of the State of New Mexico; and

(4) Not post, send, or forward work-related information or comments that may hinder or compromise the confidentiality of investigations or the operation of the agency. Examples include:

(a) Crime scene photos.

(b) Locations of operations.

(c) Photos of employees displaying their badge of office, or other identifiable clothing or accessory, in a precarious manner, or manner that compromises the character of the agency; or

(d) Comments questioning the integrity or credibility of the employee or other employees of DPS.

iii) Employees will not access social networking sites during their assigned working hours (via cell phone or computer) unless the business on the site directly relates to their job, e.g. recruiting, computer crimes

investigations, background investigations, or Information Technology Division.

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary