

## Mantua, Utah Social Media Policy

### Purpose

The Town of Mantua's goal using social media channels is to serve as an online information source focused on town issues, projects, news and events, and is not intended as a public forum. All Town of Mantua communications, including social media, are public records and must be managed in compliance with public records law. For any additional information, visit, [www.mantuautah.org](http://www.mantuautah.org).

### Disclaimer

Information contained in the Town of Mantua website, including information contained in external links, is provided without any warranties or representation of any kind as to accuracy, reliability, timeliness, or content. Under no circumstances shall Town of Mantua be liable for any acts or omissions based upon reliance on any information contained in or linked to the website, nor shall the Town be liable for any consequences of such reliance. Links or references to other information or organizations do not constitute an endorsement by the Town.

### Social Media Policy

1. All posts to the Town of Mantua's social media sites shall be approved by the Office Manager and/or Town Recorder.
2. Employees representing the Town via social media outlets must conduct themselves at all times as a representative of the Town and in accordance with all appropriate Town of Mantua's policies and standards, including but not limited to the Employee Handbook.
3. Content posted to Town of Mantua's social media sites shall also be made on the Town's main website whenever possible.
4. Town of Mantua's social media sites shall generally be used for public information updates, and the dissemination of time-sensitive information as quickly as possible (example: emergency information).
5. The Town of Mantua has designated the Facebook page as a 'Government Communications' and does not allow public comment of any kind on the page.

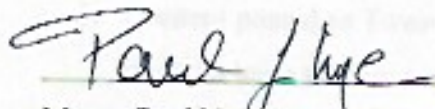
6. The Town's Instagram page is not for information, only used to for photographs approved by the Office Manager and/or Town Recorder.
7. The Town's social media sites shall comply with federal, state and local laws, regulations and administrative rules.
8. The Town's social media sites are subject to State of Utah public records laws. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media sites. If the information requested is available on the social media site, referral of the requester to the site will generally constitute compliance with the request. Content related to Town business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.


The Town reserves the right to deny access to Town social media sites for any individual, who violates the Town's Social Media Policy, at any time and without prior notice.

We understand that social media is a 24/7 medium; however, the monitoring capability of the Town's staff is not.

**REQUESTS FOR EMERGENCY SERVICES, OR OTHER IMMEDIATE RESPONSES,  
SHOULD NOT BE MADE VIA SOCIAL MEDIA.**

This social media policy was approved by the Town Council on this 7<sup>th</sup> day  
of October, 2021.

  
Mayor Paul Nye

  
Town Recorder, Shayla HammerStone