

## Appendix 3-101.5

### Oregon Department of Justice Authorization for Non-Covert Investigative Use of Social Media

This agreement authorizes the undersigned employee to access social media sites using Oregon Department of Justice (DOJ) computers in the course and scope of performing work for DOJ. It also sets forth the terms, conditions, and limitations of such use.

**With the exception of criminal investigations in the Criminal Justice Division, no DOJ employee may access or utilize social media sites in connection with DOJ work except as authorized by and in conformance with this agreement and with DOJ Policies 3-101 and 3-101.5. By signing this agreement, a DOJ employee acknowledges and agrees to abide by the terms and conditions set forth below.**

#### Terms and Conditions

1. "DOJ user" means a DOJ employee authorized to access social media sites for work-related purposes during work hours in accordance with these terms and conditions.
2. Social media sites may not be accessed for personal use by DOJ users.
- ~~3.~~ Social media sites may be accessed only in connection with DOJ work using authorized DOJ devices (computers, laptops, smartphones, tablets, etc.) or through remote access to the DOJ network.
4. DOJ users may access social media sites using only accounts created and maintained by DOJ.
5. Only passive use of social media sites is authorized by this agreement. Such use is strictly limited to viewing information about other social media site users that is publicly available. DOJ users may not interact with (e.g., "friending", sending "likes", etc.) other users. Under certain circumstances as described in DOJ policy 3-101.5, DOJ users may send a message to a social media site user.
6. Information found on social media sites that is relevant to DOJ work must be properly documented. Proper documentation means noting the date, time, and source for such information and creating screen prints showing the information.

I hereby request authorization to access and view information on social media sites for work-related purposes. I have read this agreement and agree to follow the terms and conditions.

\_\_\_\_\_  
Employee signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed name and job title

Approved

\_\_\_\_\_  
Manager signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed name

*Provide original to DOJ Information Systems, and a copy to manager.*