

Social Media Policy

United States Probation Office for the Middle District of North Carolina

To ensure the privacy and safety of federal employees, the security of federal premises, and the confidentiality of sensitive matters, the following is the official policy regarding the use of social networking sites by employees of the United States Probation Office for the Middle District of North Carolina. Guidance regarding the use of social media in the performance of an officers' official duties can be found here: [NCMP-Supervision - Manuals - All Documents](#). This policy establishes guidelines for employees' use of social media to protect the security, integrity, and impartiality of the federal judiciary, as well as the confidentiality of sensitive information. All federal employees of the United States Probation Office for the Middle District of North Carolina who use any social networking sites or blogs (Facebook, Instagram, X, Threads, YouTube, TikTok, WhatsApp, Group Me, Telegram, Reddit, personal blogs, or any future or emerging digital platforms) are strictly prohibited from using that specific forum to:

- identify their place of employment;*
- identify their official post or position; *
- provide information or make comments regarding any activity or court event, whether in or out of court premises;
- identify their political affiliation; and
- post any comments or content regarding court-related matters, including, but not limited to: cases, legal research, the location of judicial officers, internal regulations, or administrative actions undertaken by employees of this office.
- Post or share any content depicting or describing work-related activities conducted in the performance of their official duties

Similarly, all court employees are strictly prohibited from displaying graphics, any court documents, scanned documents, diagrams, videos, photographs, or other type of content, depicting:

- the interior or exterior of any court facility, including, but not limited to: chambers of judicial officers, courtrooms, individual or general work areas of the probation office spaces, court, hallways, stairways, entrances, exits, or parking areas;
- equipment within any court facility; and
- judicial officers or other employees of this office without the individual's prior permission.

Judiciary employees who have already posted material violating this policy shall remove the content(s) immediately. While the freedom of individuals to use social networking sites is recognized, judiciary employees must be aware that they occupy sensitive positions and may be presumed by others (correctly or not) to have access to judicial officers and sensitive data. Compliance with this policy will ensure that employees will not be subjected to external pressures or inquiries that may stem from posting data regarding their employment or workplace on social networking sites. The court strongly advises individuals who choose to use social networking sites, even for purely personal purposes, to exercise caution to avoid unforeseen professional consequences. Employees must maintain the appearance and reality of impartiality, avoid any conduct that could undermine public trust in the judiciary, and exercise sound judgment at all times.

This policy has been approved by the U.S. Probation Office. Violation of this policy may be grounds for adverse action up to and including employee termination.*

In addition to this policy, employees of the U.S. Probation Office are reminded that you are governed by the [Code of Conduct For Judicial Employees](#). The Code of Conduct is contained in the *Guide to Judiciary Policy*, which is available on the J-Net. Employees must maintain professionalism both on and off duty, exercise sound judgment when using social media, avoid conduct that could undermine public trust in the judiciary, and recognize that their role may create a perception of access to sensitive information. **When in doubt, do not post!** All employees are required to review this policy, acknowledge understanding, and comply fully as a condition of employment.

*This policy does not prohibit an employee from identifying their place of employment and official position on a professional networking site (LinkedIn, etc.).

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF NORTH CAROLINA
SOCIAL MEDIA POLICY ACKNOWLEDGMENT FORM**

Pursuant to the policy of the United States Probation Office, Middle District of North Carolina, I have read the district's policies and procedures governing the use of social media and the *Code of Conduct For Judicial Employees*.

By signing this statement, I acknowledge that I have read and understand the policy and will adhere to the same. I further agree to read and adhere to the policy as it is revised and updates are provided to staff.

Name

Signature

Date