



MEMORANDUM

Date: May 28, 2021

To: California Department of Corrections and Rehabilitation (CDCR) All Staff
California Correctional Health Care Services (CCHCS) All Staff
California Prison Industry Authority (CALPIA) All Staff

From:

KATHLEEN ALLISON
Secretary
CDCR

J. CLARK KELSO
Receiver
CCHCS

Subject: IMPLEMENTATION OF SOCIAL MEDIA POLICY AND REQUIRED TRAINING

The purpose of this memorandum is to notify all personnel that the California Department of Corrections and Rehabilitation (CDCR), in coordination with the California Correctional Health Care Services (CCHCS) and the California Prison Industry Authority (CALPIA), have adopted a new social media policy. The policy has been included in the Department Operations Manual Chapter 4, Article 39, Section 47120.1, Social Media Policy, effective April 22, 2021.

The policy defines how social media shall be properly used as part of the Agency's mission. It also makes clear that an employee's personal conduct on social media is subject to the department's existing code of conduct policies as found in the California Code of Regulations, Title 15, Section 3391, and as referenced in this new Social Media Policy. This means that any staff member or contracted employee who makes irresponsible or unethical comments, posts, or other online interactions reflecting discredit on themselves or the department, either on or off duty, could still subject that staff member to adverse disciplinary action, up to and including termination.

Whether you are sworn or non-sworn, your status as an employee of the department makes you a role model for correctional excellence and you are held to a high-level of professionalism, respect, and compassion at all times. This includes respecting people of all races, religious beliefs, and diverse life experiences.

An additional component of the policy provides the parameters that all CDCR, CCHCS, and CALPIA personnel must follow in order to access or use social media through department resources and/or in a capacity representing the department. The policy provides that the only

MEMORANDUM

Page 2 of 2

authorized use of social media through department resources falls within two fundamental categories:

- (A) Obtaining information, consuming content, or performing research for tasks or assignments.
- (B) Creating or managing content relevant to the Department's mission.

CDCR, CCHCS, and CALPIA personnel are required to read and acknowledge the Social Media Policy, read and acknowledge this memorandum, and complete a brief training through the Learning Management System (LMS) and must be completed by December 31, 2021. Additionally, the policy acknowledgment and training will be required for all new personnel as part of onboarding requirements as well as for all CDCR, CCHCS, and CALPIA personnel as part of annual training requirements.

The training may be accessed [here](#) or by clicking on the Training Portal (LMS) link on the CDCR intranet site or on the CCHCS Lifeline page under Quick Links or at www.cchcstraining.com. Search for the training utilizing the training title, "Social Media Policy Training - Online – OJT" or BET Code 11062661. You will then be directed through several slides explaining the policy and expectations and then asked to answer questions based on the prompts provided.

This policy extends to all CDCR, CCHCS, and CALPIA personnel as well as all information assets owned or operated by CDCR, CCHCS, and CALPIA. Additionally, it includes CDCR, CCHCS, and CALPIA personnel who use social media outside of the CDCR, CCHCS, and CALPIA network on non-CDCR, CCHCS, and CALPIA managed or owned devices where it may be perceived that such activities are on behalf of the Department.

If you have any questions regarding the policy, please contact CDCR's Office of Public and Employee Communications at OPEC@cdcr.ca.gov.

From: Hagen, Jan@CDCR
Sent: Friday, May 28, 2021 11:02 AM
Subject: MEMORANDUM - SOCIAL MEDIA POLICY
Attachments: Social Media Policy Memorandum 5_2021.pdf

Sent on behalf of Kathleen Allison, Secretary, CDCR

For those unable to access the file, the content of the signed document is below.

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From:	//DS//	//DS//
	KATHLEEN ALLISON	J. CLARK KELSO
	Secretary	Receiver
	CDCR	CCHCS

Subject: **IMPLEMENTATION OF SOCIAL MEDIA POLICY AND REQUIRED TRAINING**

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An additional component of the policy provides the parameters that all CDCR, CCHCS, and CALPIA personnel must follow in order to access or use social media through department resources and/or in a capacity representing the department. The policy provides that the only authorized use of social media through department resources falls within two fundamental categories:

- (A) Obtaining information, consuming content, or performing research for tasks or assignments.
- (B) Creating or managing content relevant to the Department's mission.

CDCR, CCHCS, and CALPIA personnel are required to read and acknowledge the Social Media Policy, read and acknowledge this memorandum, and complete a brief training through the Learning Management System (LMS) and must be completed by December 31, 2021. Additionally, the policy acknowledgment and training will be required for all new personnel as part of onboarding requirements as well as for all CDCR, CCHCS, and CALPIA personnel as part of annual training requirements.

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If you have any questions regarding the policy, please contact CDCR's Office of Public and Employee Communications at OPEC@cdcr.ca.gov.

4. Amendment of subsections (a)-(b) and (c)-(d) filed 12-9-2008; operative 1-8-2009 (Register 2008, No. 50).
5. New subsection (b) and subsection relettering filed 5-26-2011; operative 6-25-2011 (Register 2011, No. 21).
6. Amendment of subsections (c)(1)-(2) filed 6-14-2011; operative 7-14-2011 (Register 2011, No. 24).
7. Amendment of subsection (c)(3) filed 10-29-2013 as an emergency; operative 10-29-2013 (Register 2013, No. 44). A Certificate of Compliance must be transmitted to OAL by 4-7-2014 or emergency language will be repealed by operation of law on the following day.
8. Certificate of Compliance as to 10-29-2013 order transmitted to OAL 4-4-2014 and filed 5-14-2014 (Register 2014, No. 20).

3384. Administrative Visitation.

Wardens and superintendents or a designated staff member acting in that capacity, the chief custodial officer, the chief medical officer, and other administrative and management staff, will visit institution living and activity areas at least weekly.

NOTE: Authority cited: Section 5058, Penal Code. Reference: Section 5054, Penal Code.

HISTORY:

1. New section filed 4-18-80; effective thirtieth day thereafter (Register 80, No. 16).

Article 2. Employees

3390. Background Investigations.

(a) Background investigations on applicants for non-peace officer classifications shall be limited to applicants applying for the following classifications:

- (1) Dentist.
- (2) Chief dentist.
- (3) Supervising dentist.
- (4) Staff psychiatrist.
- (5) Senior psychiatrist.
- (6) Chief psychiatrist, correctional facility.
- (7) Staff psychologist (counseling or clinical).
- (8) Senior psychologist.
- (9) Chief psychologist.
- (10) Physician and surgeon.
- (11) Chief physician and surgeon.
- (12) Chief medical officer, correctional institution.
- (13) Assistant superintendent, psychiatric services, correctional facility.

(14) Deputy superintendent, clinical services, correctional facility.

- (15) Chief, medical services, correctional program.
- (16) Correctional case records (complete series).

(b) Background investigation clearances are not required prior to appointment to classifications in (a) above.

NOTE: Authority cited: Section 5058, Penal Code. Reference: Section 5054, Penal Code.

HISTORY:

1. New section filed 11-30-93; operative 12-30-93 (Register 93, No. 49). For prior history, see Register 85, No. 26).
2. Change without regulatory effect adding subsection (a)(3) and renumbering subsections filed 8-11-2010 pursuant to section 100, title 1, California Code of Regulations (Register 2010, No. 33).

3391. Employee Conduct.

(a) Employees shall be alert, courteous, and professional in their dealings with inmates, parolees, fellow employees, visitors and members of the public. Inmates and parolees shall be addressed by their proper names, and never by derogatory or slang reference. Prison numbers shall be used only with names to summon inmates

via public address systems. Employees shall not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct or conduct reflecting discredit on themselves or the department, either on or off duty, shall be avoided by all employees.

(b) An allegation by a non-inmate of misconduct by a departmental peace officer as defined in section 3291(b) is a citizen's complaint pursuant to Penal Code section 832.5. Citizen's complaints alleging misconduct of a departmental peace officer shall be filed within twelve months of the alleged misconduct.

(c) Persons other than an inmate, parolee or staff who allege misconduct of a departmental peace officer shall submit a written complaint to the institution head or parole administrator of the area in which the peace officer is employed.

(d) Citizens filing complaints alleging misconduct of a departmental peace officer employed by this department are required to read and sign the following statement:

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER [this includes a departmental peace officer] FOR ANY IMPROPER POLICE [or peace] OFFICER CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CITIZENS' [or inmates'/parolees'] COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CITIZEN [or inmate/parolee] COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

NOTE: Authority cited: Section 5058, Penal Code. Reference: Sections 148.6, 832.5, 5054 and 6250-6253, Penal Code, *Chaker v. Cragan* (9th Cir 2005) 428 F.3d 1215.

HISTORY:

1. Amendment filed 2-8-88; operative 3-9-88 (Register 88, No. 7).
2. Editorial correction of History 1 (Register 96, No. 52).
3. Amendment of section heading, amendment adding new subsection (a) designator, renumbering and amendment of old subsections 3084.7(h)(2) and (h)(3) to new subsection 3391(b) and (c), new subsection (d), and amendment of Note filed 12-23-96 as an emergency; Operative 12-23-96 (Register 96, No. 52). Pursuant to Penal Code section 5058(e), a Certificate of Compliance must be transmitted to OAL by 6-2-97, or emergency language will be repealed by operation of law on the following day.
4. Amendment of section heading, amendment adding new subsection (a) designator, renumbering and amendment of old subsections 3084.7(h)(2) and (h)(3) to new subsections 3391(b) and (c), new subsection (d), and amendment of Note refilled 5-29-97 as an emergency; operative 6-2-97 (Register 97, No. 22). A Certificate of Compliance must be transmitted to OAL by 9-30-97 or emergency language will be repealed by operation of law on the following day.
5. Editorial correction of History 4 (Register 97, No. 24).
6. Certificate of Compliance as to 5-29-97 order, including amendment of subsections (b) and (d), transmitted to OAL 9-25-97 and filed 11-7-97 (Register 97, No. 45).
7. Amendment of subsection (d) and amendment of Note filed 11-3-2006 as an emergency; operative 11-3-2006 (Register 2006, No. 44). Pursuant to Penal Code section 5058.3, a Certificate of Compliance must be transmitted to OAL by 4-12-2007 or emergency language will be repealed by operation of law on the following day.
8. Certificate of Compliance as to 11-3-2006 order transmitted to OAL 3-12-2007 and filed 4-19-2007 (Register 2007, No. 16).

IN-SERVICE TRAINING SING-IN SHEET GUIDE

*** Complete Steps ONLY in Green, Red DOES NOT apply to Volunteers ***

1. DATE (on top right corner)
2. PERONNEL NUMBER (PERNR) – N/A
3. Print FULL NAME (Last, First)
4. WORK CLASS: Volunteer
5. TODAY'S WORK HOURS – N/A
6. In: TIME TRAINING (reading) started
7. Out: TIME TRAINING (reading) ended
8. MEAL BREAK Y or NO – N/A
9. OVER TIME HOURS – N/A
10. FULL TIME OR PIE – N/A
11. LAST 4
12. SIGNATURE

IN-SERVICE TRAINING SIGN-IN SHEET
CDCR 844 (Rev. 01/15)

TITLE CIW VOLUNTEER EXPECTATIONS			BET ID				CLASS TIME VARIED				DATE	
AUDIENCE Outside Volunteers			INSTRUCTOR'S NAME R. Dela Cruz, CRM				LENGTH OF CLASS (in hours) .50				LOCATION	
	PERSONNEL NUMBER (PERNR)	PRINT FULL NAME (Last, First)	WORK CLASS	TODAY'S WORK HOURS	IN	OUT	MEAL BREAK Y or NO	OVER TIME HOURS	FULL- TIME or PIE	LAST 4	SIGNATURE	Class score Instructor Use Only
1												
2												
3												
4												
5												
6												
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TRAINING COMMENTS:

Community Based Organization Volunteers to read the following policies/procedures. This is to acknowledge training requirements in order to volunteer at the California Institution for Women.

- CCR Title 15, 3391 Employee Conduct
- Implementation of Social Media Policy dated May 28, 2021

ALL COLUMNS MUST BE COMPLETED

INSTRUCTOR'S SIGNATURE

PERNR