



Social Media Public Use Policy

Approval Required: (check box) <input type="checkbox"/> Commissioners <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director	Approved By: _____ Executive Director _____ Program Administrator	Approval Reference: (if applicable) Effective Date: 7/1/2020
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The Port of Port Angeles’ social media accounts were created by the Port to enhance and encourage communication about the Port. The Port uses its chosen social media accounts **primarily** for outgoing communication to keep the public informed.

While comments and questions are welcomed, social media users are advised that the Port generally does not respond to comments. However, the Port may respond to comments and questions to the extent possible and appropriate, schedules permitting. The Port will not engage in debate, but it may provide a brief response and/or facts to any question or comment. Interaction by or with the Port on its social media accounts (including, but not limited to, comments, questions, likes, favorites, shares, following other social media accounts, etc.) shall not to be considered an endorsement by the Port.

Please note: The Port of Port Angeles’ social media accounts are not the avenue to submit public records requests. If you would like to contact the Port with a question, or submit a formal Public Records Request, then please visit the following link: [Public Records](#). Additional ways to contact the Port are provided below in this policy note.

If the Port of Port Angeles determines that a specific social media platform is ineffective or is not feasible to maintain, the Port reserves the right to deactivate its social media account(s).

Public Comment & Moderation Policy

The comments and opinions expressed on the Port’s social media account(s) by other social media users are theirs alone and do not reflect the opinions of the Port of Port Angeles and/or its employees.

Port of Port Angeles social media account(s) serve as a limited public forum. All content posted on Port social media is subject to monitoring and limitation at the sole discretion of the Port. The Port encourages use of the comments function to share thoughts or ask questions as they relate to the topic being presented, and it expects comments to be relevant and courteous. Those commenting on the Port’s social media account(s) are fully responsible for the content of their comment(s). Comments will not be edited by the Port of Port Angeles or its staff; however, the Port of Port Angeles reserves the right to hide and/or remove a comment from its social media account(s) if it:

- Uses vulgar, offensive, threatening, intimidating, or harassing language.
- Contains threats, personal attacks, or defamatory statements.
- Contains hate speech directed at race, color, sex, sexual orientation, national origin, ethnicity, age, religion, or disability.
- Suggests or encourages illegal activity.
- Promotes or advertises a business or commercial transaction.
- Promotes or opposes any person campaigning for election to a political office or any ballot proposition.

- Is not related to the posted topic. The Port's social media accounts are not the proper place to express opinions or beliefs not directly related to that topic.
- Violates the social media platform's applicable terms and conditions, statement of rights and responsibilities, etc.

Notice Requirements

Communications made through the Port's social media account(s) will in no way constitute a legal or official notice or comment to the Port of Port Angeles or any official or employee of the Port of Port Angeles for any purpose. Again, if you want to make a public records requests, then please use the following link: [Public Records](#).

Records Retention

Port of Port Angeles social media sites are subject to applicable Washington State public records laws, and as such, any comments, posts, and/or other engagement on or with the Port's social media accounts by other social media users are retained by the Port in accordance with Washington State public records retention laws and may be disclosed to third parties. Subject to the laws of the state of Washington and applicable court rules, the Port of Port Angeles reserves the right to modify or delete its own social media content at any time. If and/or when this occurs, the Port of Port Angeles will do so in accordance with Washington State public records retention laws.

Other Ways to Contact the Port

Comments and questions concerning the Port of Port Angeles are always invited. Specific questions should be submitted directly to the appropriate contact person: e.g. Port Commissioners, Executive Director, or the responsible department head for any specific policy, project, or program. To view a list of appropriate contacts, please use the following link: [Contact the Port of Port Angeles](#).

General Questions, Concerns, or Feedback re Port of Port Angeles social media accounts?

Contact [Braedi Brown](#), Executive Assistant/Clerk of the Board, or [Dan Gase](#), Airport Manager.