OKDHS Best Practice
Version 08-2012

Section 1.2
Disclaimer Examples for Social Media
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Overview

This section of the Oklahoma Department of Human Services (OKDHS) best practice is to give examples of Social Media disclaimers used by OKDHS.

This document will be revised as information changes or as new tips need to be included for OKDHS Social Media staff. If you have suggestions, questions or comments about this information, contact the OKDHS Social Media staff at (405) 521-3027 or by e-mail at STO.EXEC.SocialMediaTeam@OKDHS.org.
Disclaimer Examples

*Facebook*

**Settings**
**About Us**
Please do not post private information about yourself or your case on our page. To discuss your case confidentially, please phone our Director's Helpline at 1-877-751-2972.

**Description**
**Safety**
We protect and serve vulnerable adults and children and reduce the risk of harm to individuals and families.

**Respect**
We treat everyone with courtesy, promote mutual respect and honor individual and cultural differences.

**Family**
We build on the strengths in each family. Healthy families are the foundation of a healthy society.

**Relationships**
We promote honest, dependable and compassionate relationships and partnerships to build healthy families and communities.

**Excellence**
We deliver prompt, accurate and courteous service in a fiscally responsible manner.

**Mission**
We help individuals and families in need help themselves lead safer, healthier, more independent and productive lives.

**General Information**
This page is monitored from 8 a.m. to 5 p.m., Monday through Friday. Replies to posts or questions will occur during this time.

Please do not post private information about yourself or your case on our page. To discuss your case confidentially, please phone our Director's Helpline at 1-877-751-2972.

To report suspected adult or child abuse or neglect, please contact the OKDHS hotline at 1-800-522-3511. To report an emergency, please dial 9-1-1. For all other questions or inquiries, phone the Director's Helpline at 1-877-751-2972.
The comments expressed on this site should not be interpreted as those of the OKDHS or the State of Oklahoma.

Posts or comments may be retained as a matter of public record.

Vulgar or offensive posts will be immediately removed from our page. Users will be given the opportunity to repost their comments without the vulgar or offensive language. Users who repeatedly post vulgar or offensive comments will be blocked from our page so as not to expose the rest of our online community to the comments.

The advertising displayed on this site should not be interpreted as an endorsement of the displayed products or companies by OKDHS or the State of Oklahoma.

While Oklahoma Department of Human Services (OKDHS) may issue position papers on information related to political issues, neither the Department nor its divisions or offices endorse any candidates for public office. Any political statements or endorsements made by individuals or organizations adding information to our Web site do not represent a political endorsement, the position or the policy of OKDHS. Any candidate for public office claiming an endorsement from OKDHS, its divisions or offices is doing so without OKDHS’ permission.

The Oklahoma Department of Human Services (OKDHS) is an equal opportunity employer. OKDHS does not discriminate based on race, color, sex, age, disability, national origin, religion, or political opinion or affiliation. OKDHS complies with all applicable state and federal civil rights laws, including the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990, as amended, and implementing regulations.

To view OKDHS’ website Policies in their entirety, please visit http://www.okdhs.org/notices/.
Twitter

Settings
From your Twitter profile page, select “Edit your profile.” Once the profile screen comes up, you will be given several fields that need to be completed based upon your business or organization.

On the profile page, you may include a 160 character bio. We included our bio and a smaller disclaimer for the purpose of reporting suspected abuse or neglect.
Our bio is “We help individuals & families in need help themselves lead safer, healthier, more independent & productive lives. To report suspected abuse, call 800-522-3511.”

YouTube

Coming soon.