

**Acknowledgment of Receipt and Understanding
OP-021002 entitled "Use of Social Media"**

My signature below acknowledges I have received notice of the above titled department Operations Memorandum or revision with an effective date of _____, and that it is my responsibility to review its contents and comply with any instructions/directives contained therein.

I understand that actions which violate this procedure will be subject to appropriate disciplinary action in accordance with OP-110415 entitled "Progressive Disciplinary Procedures."

Printed Name

Signature

Six-Digit ODOC Employee ID Number

Date

Please return this completed form to your facility/regional/unit human resources office.

Distribution: Original to personnel file

(R 10/21)