

*South Plainfield Borough
Borough Clerk's Office
2480 Plainfield Avenue
South Plainfield, NJ 07080
Telephone (908) 226-7606
Facsimile (908) 561-9664*

Freddy Young, via email <opra+request-93481-ad6b06d0@requests.opramachine.com>

July 27, 2026

RE: Open Public Records Request

Dear Freddy Young,

Your Open Public Records Act (OPRA) request was submitted to the Police Records Department on 07/17/2026. The custodian of Records received your request on 7/20/2026. The seven-business-day deadline to respond to said request is 7/29/2026. This request is being provided to you on 7/27/2026. The status of the record(s) you requested is as follows:

RECORDS REQUESTED & RESPONSE:

1. All emails sent by Chief Peter J. Papa transmitting, announcing, distributing, or directing compliance with Memorandum No. 26-05.
2. All emails sent by Chief Peter J. Papa to department personnel discussing the implementation, interpretation, or enforcement of Memorandum No. 26-05.
3. Any transmittal memorandum, cover memorandum, bulletin, or other written communication issued with or accompanying Memorandum No. 26-05.

Response: Please find attached all responsive records pursuant to your request, with the exception of one email between the Chief of Police and the Borough Attorney that is withheld pursuant to N.J.S.A. 47:1A-1 (9) attorney-client privilege.

Amy Antonides, RMC/CMC/CMR
Municipal Clerk

CC: Michael DiFazio II, Esq., Borough Attorney

(You have the right to challenge the decision by the Borough of South Plainfield, and at your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council by completing the Denial of Access Complaint Form. You may contact the Government Records Council at 866-850-0511. All questions regarding complaints filed in Superior Court should be directed to the Middlesex County Court Clerk.)



Outlook

Interaction with Elected Officials: Memorandum 26-05

From Peter Papa <ppapa@sppolice.com>

Date Wed 2/4/2026 1:26 PM

To Supervisors <supervisors@SPPOLICE.COM>; Police Officers <policeofficers@SPPOLICE.COM>; DISPATCHER <dispatcher@SPPOLICE.COM>; Michele Yulick <myulick@sppolice.com>; Phil Aquilina <paquilina@sppolice.com>; John Petriello <jpetriello@sppolice.com>

Cc Christopher Colucci <CColucci@sppolice.com>; Charles Siedenburgh <csiedenburgh@sppolice.com>; Daniel Hoppe <dhoppe@sppolice.com>

 1 attachment (637 KB)

26-05 Memorandum Interactions with Elected Officials.pdf;

Good Afternoon,

To reiterate the guidance provided during the 2025 and 2026 Staff Meetings, I have issued Memorandum 26-05, which clarifies expectations for employee interactions with the Borough's elected officials. The memorandum also includes additional guidance.

Please review the document in PowerDMS and acknowledge receipt and understanding by signing.

Thank you,

Peter J. Papa

Chief of Police

South Plainfield Police Department

ppapa@sppolice.com

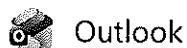
908-226-7685

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WARNING:

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Outlook

Memorandum 26-05 Interaction with Elected Officials

From Peter Papa <ppapa@sppolice.com>

Date Fri 6/5/2026 11:21 AM

To Police Officers <policeofficers@SPPOLICE.COM>; Supervisors <supervisors@SPPOLICE.COM>; DISPATCHER <dispatcher@SPPOLICE.COM>

Cc Christopher Colucci <CColucci@sppolice.com>; Daniel Hoppe <dhoppe@sppolice.com>; Charles Siedenburg <csiedenburg@sppolice.com>; John Petriello <jpetriello@sppolice.com>; Phil Aquilina <paquilina@sppolice.com>; Michele Yulick <myulick@sppolice.com>; Joe Nappe <jnappe@sppolice.com>

 1 attachment (607 KB)

Interactions with Elected Officials 26-05.pdf;

Good Morning,

As a reminder, Memorandum 26-05, issued on February 2, 2026, outlines the expectations for South Plainfield Police Department employees when interacting with elected officials. Please review the attached and if you have any questions regarding the memorandum, contact your Division Commander for clarification.

Thank you,

Peter J. Papa

Chief of Police

South Plainfield Police Department

ppapa@sppolice.com

908-226-7685

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SOUTH PLAINFIELD POLICE DEPARTMENT MEMORANDUM		
SUBJECT: Interaction with Borough Elected Officials	NUMBER: 26-05	
EFFECTIVE DATE: 02/02/2026		ISSUED BY: Chief Peter J. Papa #1010
CANCELLATION DATE:		APPROVED BY: Chief Peter J. Papa #1010

As discussed during the 2025 and 2026 Staff Meetings, all supervisors and officers are aware that the only point of contact for elected officials regarding police business is the Chief of Police or the Chief's designee.

If an elected official wishes to report an incident, it shall be handled in the same manner as any other member of the public, without exception.

If the report is initiated by telephone, the elected official shall be routed through Communications to properly document with a CAD number.

If the elected official responds in person to police headquarters to report an incident, it shall be handled in the same manner as any other walk-in report.

In both instances, the on-duty Shift Commander shall prepare an email to the Chief of Police detailing:

- Date and time of the report
- Case number (if generated)
- The nature of the incident reported
- Any other pertinent information related to what was reported

Access to police headquarters by elected officials is limited solely to the purpose of reporting an incident. Any other access requires prior approval from myself or my designee.

This procedure is critical to maintain operational efficiency by minimizing unscheduled disruptions, reinforcing clear lines of communication, and ensuring police resources remain focused on active service delivery.

Peter J. Papa

Chief Peter J. Papa