



TOWNSHIP OF MANTUA

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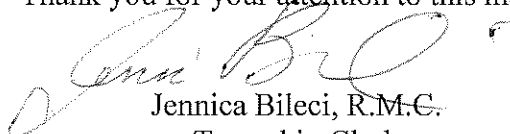
September 25, 2019

Dear Mr. Smith,

Please have this letter serve as a written response to your OPRA request received by the Township of Mantua on September 16, 2019. Please be advised that the following are the documents responsive to your request:

- 1.) Mantua Township Policy and Procedure for Social networking
- 2.) Block User List

Thank you for your attention to this matter,


Jennica Bileci, R.M.C.
Township Clerk

JB
cc: OPRA file

MANTUA TOWNSHIP POLICE DEPARTMENT

POLICY AND PROCEDURE

VOLUME: 2	CHAPTER: 19	# OF PAGES: 7	REVISION	PAGE: #
SUBJECT: Social Networking				
EFFECTIVE DATE:				
5/22/14	Darren E White CHIEF OF POLICE			
CROSS REFERENCE #	MANTUA TOWNSHIP POLICE DEPARTMENT			

PURPOSE The purpose of this standard operating procedure is to provide guidance to the employees of the Mantua Township Police Department concerning their personal web pages, websites, and other electronic social networking sites.

POLICY While employees have a right to maintain personal web pages and websites, their status as members of the Mantua Township Police Department requires that the content of those web pages and websites are not in violation of existing agency rules, regulations, policy, procedures, directives, and that they do not create a potential conflict of interest. The Chief of Police reserves the right to restrict an employee's involvement in electronic social networking sites for the good of the agency.

DEFINITIONS

Social Media and Networking: Social network sites that use internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking sites include: blogs, forums, networking sites, photo sharing sites, video sharing sites, microblogging, podcasts, as well as comments posted on the sites. Some examples of social media and personal web pages or websites include, but are not limited to, Facebook, MySpace, Twitter, LinkedIn, Pinterest, YouTube, Vimeo, Veoh, Photobucket, Vine, etc. The absence of, or lack of, explicit reference to a specific social media or web site does not limit the extent of the application of this policy.

Post (noun): An item inserted into a blog, or an entry to any type of computerized bulletin board, forum, or social media site.

Post (verb): The act of creating, uploading, editing, or adding to any social media outlet. This includes text, photographs, audio, video, or any other multimedia file.

Blog: A series of entries, written by either one person or a group of people, in an outline website or forum.

Comments: Responses to a blog post, news article, social media entry, or other social networking post.

PROCEDURES

I. General

- A. Personal web pages or websites include, but are not limited to Facebook, MySpace, Twitter, LinkedIn, Pinterest, YouTube, Vimeo, Veoh, Photobucket, and other social/professional networking or dating sites, etc.
- B. Internet posting also includes accounts of agency activity or investigations (criminal, civil, or administrative) on Twitter or similar electronic networking site.
- C. Employees have the potential to be called as a witness in court proceedings related to their employment as a member of this agency. Credibility and character are subject to challenge and potential impeachment based upon the nature of postings on personal web pages, websites and other electronic social networking sites from any time, past or present and the person(s) or organization(s) with whom the employee networks.

- D. Employees shall be cognizant of the potential adverse consequences of internet postings and networking such as their credibility during cross-examination in court, future employment, current and future assignments, and possible embarrassment in the media. Department personnel are cautioned that speech on or off duty, made pursuant to their official duties, i.e. owes its existence to the employee's professional duties and responsibilities, is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. To be safe, department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
- E. Employees must be aware that networking with Judges, attorneys, court personnel, or other members of the Judiciary or defense attorneys may result in adverse consequences to the operation of the police department or the Prosecutor's Office when prosecuting or attempting to prosecute criminal and civil matters. Examples of such consequences include, but are not limited to:
 - 1. Having to change prosecution venues if a conflict of interest is alleged
 - 2. Rendering testimony of investigative personnel inadmissible or impeachable due to alleged conflicts of interest due electronic personal relationships
 - 3. An increase in successful appeals due to perceived conflicts of interest
- F. Conduct both on and off duty is subject to the rules and regulations of this agency. Any electronic social networking activity that brings discredit to the Mantua Township Police Department and/or of an employee's status as an employee of this agency is prohibited. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the department.
- G. Employees shall not express personal opinion as official agency policy or position.
- H. Any item, object, material, or account that could be used or misconstrued as official agency-sanctioned property or position shall not be used or depicted on any personal internet posting without the expressed written permission of the Chief of Police or his designee. These items, objects, or materials include, but are not limited to: photographs, images, reproductions or other depictions or accounts of agency uniforms, badges, emblems, equipment, weapons, marked or unmarked units, specialty

vehicles, buildings, reports, evidence, crime or crash scenes, any comments stating or implying the official position or opinion of the Mantua Township Police Department, etc.

1. Officers are reminded that per 2A:58D-2 (Ctrl+Click to follow):

Any first responder who takes one or more photographs or electronic images or makes a video recording of an accident victim or other person receiving emergency medical services and distributes, disseminates, or otherwise makes available through any means such photographs, images, or video recording to members of the public without the prior written consent of the accident victim or person receiving emergency medical services, or the victim's or person's next-of-kin if the victim or person cannot provide consent, is guilty of a crime of the fourth degree.

As used in this act, "first responder" means a law enforcement officer, paid or volunteer firefighter, or other paid or volunteer person who has been trained to provide emergency medical first response services in a program recognized by the Commissioner of Health and Senior Services.

- I. Employees shall not display or post any image or comment involving a reference concerning any form of bias, hatred, or derogatory comments about any protected class of persons. They shall also not employ speech involving themselves or other departmental personnel reflecting behavior that would reasonably be considered reckless or irresponsible. Officers should remain mindful that the types of speech noted in this policy may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Departmental personnel thus sanctioned are subject to discipline up to and including termination of office.
- J. Except while in the course of official law enforcement business (e.g., intelligence gathering, criminal investigation, homeland security, etc.), employees shall not assume the identity of another or an identity that could be assumed to be a factual (e.g., alias, penname, etc.) while posting any comments.
 1. Members seeking to create a fictitious social media online profile for investigative means shall first submit a written request to the Chief of Police or his designee detailing the scope and purpose of any investigation necessitating the development of the fictitious online profile. The request shall include the following:
 - a. The purpose of creating the fictitious profile
 - b. The proposed username
 - c. Password
 - d. Email address associated with the profile

- e. Any photograph, videos, or other media that will become a part of the fictitious profile
 - f. Any other information that will become part of the fictitious profile
- K. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
- L. Employees are prohibited from posting to personal web pages, websites and electronic social networking sites while working, except in the performance of official duties.
- M. Employees are prohibited from posting to personal web pages or websites from Township computers or electronic devices, except in the performance of official duties.

II. Departmental Social Media

- A. The Department recognizes social media as a valuable tool, and has incorporated its usage as a means of meeting numerous departmental objectives.
- B. The use or creation of all departmental social media sites or pages shall be approved by the Chief of Police or his designee, and shall be administered by the Patrol Commanders. All social media pages or sites shall indicate that they are maintained by the department and shall have contact information for the department prominently displayed.
- C. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies. Information contained on these sites is subject to the open public records laws and relevant records retention schedules that apply to their content. All content must be managed, stored, and or retrieved to comply with open public records laws and e-discovery laws and policies. Departmental sites and/or pages shall indicate that any content posted or submitted for posting is subject to public disclosure.
- D. Social media sites should state that the opinions expressed by the visitors to the pages do not reflect the opinions or views of the department. Pages should clearly identify that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments and personal attacks. The department reserves the right to deny access to departmental social media sites and pages for any individual who violates this policy, at any time and without prior notice.

- E. Personnel designated to administer and maintain the departmental social media outlets shall conduct themselves at all times as representatives of the department. Accordingly, all department standards of conduct apply to these sites. All postings will be factual, accurate, complete and within their area of expertise.
- F. Personnel representing the department shall not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos related to departmental training, activities, or work-related assignments without expressed written consent from the Chief of Police or his designee.
- G. Employees shall not conduct political activities or private business on departmental sites or pages.
- H. Employees shall not share personal information about himself or herself, or any other department employee on any departmental social media website or page.
- I. The use of departmental computers by department personnel to access social media is prohibited without authorization. The use of personally owned devices or computers to manage the department's social media activities or in the course of official duties is prohibited without authorization.

III. Authorized Usage

- A. Departmental social media shall be maintained by only those personnel approved by the Chief of Police. For the purpose of this directive, the Patrol Commanders will serve this role.
- B. Departmental social media may be used by supervisors for time-sensitive notifications and public information releases when immediate notification to the public is necessary. These situations include but are not limited to the following:
 - 1. Road closures and detours
 - 2. Active searches for missing/endangered persons
 - 3. Active searches for wanted persons
 - 4. Weather emergencies
 - 5. Any other information deemed necessary for immediate release to the public.

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- C. Departmental social media sites may be used as an investigative tool when seeking evidence or information about an active investigation. The Detective Bureau Supervisor is responsible for the dissemination of information pertaining to investigations on the social media sites. S/he shall pass along any information that needs to be posted to a Patrol Commander to be added to the appropriate site.
- D. Social media sites are also valuable in the investigation of criminal activity, the identification of possible suspects, and the gathering of intelligence.
 - 1. Members are authorized to access social media sites if pertinent to an investigation. Access to these sites for the purpose of an investigation must be documented in the officer's report.
- E. Members are prohibited from accessing fictitious online profiles from personal, non-agency established internet access devices and internet service provider accounts.
- F. Social media can also be a powerful recruiting tool, as persons seeking employment or volunteer positions use the internet to search for opportunities. Department members are encouraged to use social media sites to assist with recruiting potential candidates for employment or volunteer positions within the department.

IV. Approval Process

- A. Any employee seeking approval to use any item, object, or material described above on a personal webpage or site shall submit a written request through the chain of command to the Chief of Police, or his designee.
 - 1. Describe the proposed reference to the agency and purpose.
 - 2. Provide a list of media to be used on the web page.
 - 3. Provide a printed layout of the material that is the subject of the request.
- B. The Chief of Police or his designee will approve or deny the request based upon the merits of the request and its compliance with existing agency policy or directives.

Block users

Once you block someone, that person can no longer see things you post on your timeline, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Note: Does not include apps, games or groups you both participate in.

Block users

Add name or email

Block

You haven't added anyone to your block list.