

Paula Geletei

From: Anonymous <opra+request-2227-c5d729ee@requests.opramachine.com>
Sent: Friday, July 27, 2018 9:56 AM
To: Paula Geletei
Subject: OPRA request - Facebook Polices and Procedures

Dear Atlantic City,

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

1. A copy of policies and/or procedures regulating the Atlantic City Police Department's public facebook page, any and all Atlantic City Police Department's policies regarding the maintenance and/or content retention of township maintained social media forums.
2. List(s) of names of people who are/were hidden, blocked, banned from the Atlantic City Police Department's public facebook page.
3. List(s) of any deleted, hidden, blocked, banned comments that were on the Atlantic City Police Department's Office's public facebook page for the time period of 1-1-2018 to 7-24-2018.
4. List(s) of the authors' names of any deleted, hidden, blocked, banned comments that were on the Atlantic City Police Department's public facebook page for the time period of 1-1-2018 to 7-24-2018.
5. Copies of all messages and author's names sent via the Atlantic City Police Department's facebook messenger and responses for the time period of 1-1-2018 to 7-24-2018.
6. Name and rank and/or position title of the Atlantic City Police Department employee(s) responsible for maintaining any and all Atlantic City Police Department's social media forums.
7. Any emails sent to/from the employee(s) in question regarding the deleting/removing of content, or the limiting of access to content on any and all social media forums for the time period of 1-1-2018 to 7-24-2018.

Yours faithfully,

Anonymous

Please use this email address for all replies to this request:
opra+request-2227-c5d729ee@requests.opramachine.com

Is pgeletei@cityofatlanticcity.org the wrong address for OPRA requests to Atlantic City? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=atlantic_city

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
<https://opramachine.com/help/officers>

View this OPRA request & responses online:

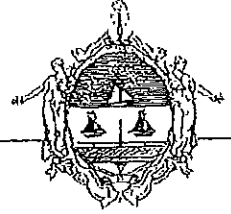
https://oprachine.com/request/facebook_polices_and_procedures

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

CITY OF ATLANTIC CITY

DEPARTMENT OF POLICE
2716 ATLANTIC AVE.
ATLANTIC CITY, N.J. 08401
CHIEF OF POLICE



MEMORANDUM

TO: All Police Personnel

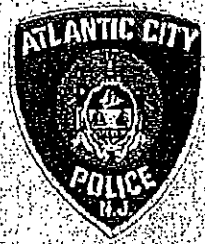
FROM: Henry M. White Jr. *HW*
Chief of Police

DATE: January 26th, 2018

RE: Use of Electronic Social Media

All police personnel are reminded of the provisions from Volume 2, Chapter 25 regarding the use of Electronic Social Media by departmental personnel. While employees have a right to maintain personal web pages, web sites and engage in electronic social networking, their status as a member of the Atlantic City Police Department requires that the content of those web pages, websites and social networking sites not be in violation of existing agency rules, regulations, policy, procedures or directives. Attached is the department policy for quick reference.

HMW/mt

ATLANTIC CITY POLICE DEPARTMENT					
VOLUME: 2	CHAPTER: 25	# OF PAGES: 5			
SUBJECT: ELECTRONIC SOCIAL MEDIA/NETWORKING					
EFFECTIVE DATE: August 15, 2012		ACCREDITATION STANDARDS:	REVISION DATE	PAGE #	
UNDER THE AUTHORITY OF: William R. Glass, Director of Public Safety					
SIGNATURE: <i>W.R. Glass</i>	DATE: 8/15/12				
BY THE ORDER OF: Ernest C. Jubilee, Chief of Police					
SIGNATURE: <i>E.C. Jubilee</i>	DATE: 8/15/2012				
SUPERSEDES ORDER #:					

PURPOSE: The purpose of this directive is to provide guidance to the employees of the Atlantic City Police Department concerning their personal web pages, websites, and electronic social networking and media.

POLICY: While employees have a right to maintain personal web pages, websites, and engage in electronic social networking, their status as a member of the Atlantic City Police Department requires that the content of those web pages, websites, and social networking sites not be in violation of existing agency rules, regulations, policy, procedures or directives.

APPROVED

[Signature]
8-8-18

PROCEDURES:

I. Definitions

- A. Blog is a self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for Web log.
- B. Electronic Social Media is a category of Internet-based resources that integrate user-generated content and user participation. This term includes, but is not limited to, Facebook®, MySpace®, Twitter®, Nixle®, Flickr®, YouTube®, wikis (Wikipedia), blogs®, Digg®, Reddit®, LinkedIn®, and other related type networks.
- C. Page is the specific portion of an electronic social media website where content is displayed, and managed by an individual or individuals with administrator rights.
- D. Post is the content an individual shares on an electronic social media site or the act of publishing content on a site.
- E. Profile is that information that a user provides about himself or herself on a social networking site.
- F. Wiki are Webpage(s) that can be edited collaboratively.

II. General – ACPD Owned and Managed Media

- A. The Chief of Police shall designate a Social Media Administrator and an Alternate Social Media Administrator to manage all ACPD social media transactions.
- B. The Chief of Police or designee shall approve all ACPD-managed social media sites, pages, messages, posts or blogs prior to posting.
- C. When used, ACPD social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
- D. ACPD Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - 1. Content is subject to public records laws. NJDARM records retention schedules apply to social media content.
 - 2. Content must be managed, stored, and retrieved to comply with NJSA 47:1A-1 et seq. (Open Public Records Act).
 - 3. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
 - 4. Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
 - 5. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

- E. Personnel representing the Atlantic City Police Department via social media outlets shall do the following:
1. Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
 2. Identify themselves as a member of the department.
 3. 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 department training, activities, or work-related assignments without express written permission.
 4. Not conduct political activities or private business.
- F. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
- G. Potential Uses
1. Social media is a valuable investigative tool when seeking evidence or information about:
 - a. Missing persons;
 - b. Wanted persons;
 - c. Gang participation;
 - d. Crimes perpetrated online (i.e., cyber-bullying, cyber-stalking); and
 - e. Photos or videos of a crime posted by a participant or observer.
 2. Social media can be used for community outreach and engagement by:
 - a. Providing crime prevention tips;
 - b. Offering online-reporting opportunities;
 - c. Sharing crime maps and data; and
 - d. Soliciting tips about unsolved crimes (i.e., Crime-stoppers, etc.).
 3. Social media can be used to make time-sensitive notifications related to:
 - a. Road closures,
 - b. Special events,
 - c. Weather emergencies, and
 - d. Missing or endangered persons.

III. General – Personal Electronic Social Media

- A. 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.
- B. Employees must be cognizant of the potential adverse consequences of internet postings such as their credibility during cross-examination in court, future employment opportunities, potential discipline, and possible embarrassment in the media.
- C. Conduct both on and off duty is subject to the rules and regulations of this agency. Any activity that brings discredit to the Atlantic City Police Department and/or of an employee's status as a member of this department is prohibited.
- D. Employees shall not express personal opinion as official agency policy or position.
- E. Any item, object, material, or representation that could be used or misconstrued as official agency sanctioned property and could not have been viewed, photographed or obtained legally by any civilian shall not be used or depicted on any personal Internet posting without the express written permission of the Chief of Police.
 - 1. These items, objects, or materials include, but are not limited to: photographs, images, reproductions or other depictions of agency uniforms, badges, patches, equipment, weapons, marked or unmarked units, specialty vehicles, buildings, reports, evidence, crime or crash scenes, dead or injured animals, etc.
 - 2. Personal photographs depicting departmental events will be allowed (e.g. ceremonies, parades, etc.) only with the approval of the Chief of Police.
- F. Employees shall not display or post any comment or image involving a reference concerning any form of bias, hatred, or derogatory comments about any protected class of persons.
- G. Employees shall not assume the identity of another or an identity that could be assumed to be a factual while posting any comments.
- H. Employees are prohibited from accessing personal web pages or websites while working, except in the performance of official duties.
- I. Employees are prohibited from accessing personal web pages or websites from Atlantic City computers or electronic devices, except in the performance of official duties.
- J. All employees must promptly report any information they may have concerning any violation of this order.

IV. APPROVAL PROCESS.

- A. Any employee seeking approval to use any item, object, or material described above on a personal webpage or site shall:

1. Submit a written request for approval to the Chief of Police or designee through the chain of command.
 2. Describe the proposed reference to the agency and purpose.
 3. Provide a list of media to be used on the web page.
 4. Provide a printed layout of the material that is the subject of the request.
- B. The Chief of Police or designee will approve or deny the request based upon its compliance with existing agency policy, directives, rules and/or regulations.