

3

Ceil Covino

From: ASK NJ Media Co. <opra+request-2139-2907d0e6@requests.opramachine.com>
Sent: Saturday, July 14, 2018 2:23 PM
To: OPRA requests at Town of Clinton
Subject: Open Public Records Act request - Facebook Policies and Procedures

Dear Town of Clinton,

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 Clinton Police Department's public facebook page, any and all Clinton Police Department's policies regarding the maintenance and/or content retention of township maintained social media forums. *yes Social Media Policy - Attached*

2. List(s) of names of people who are/were hidden, blocked, banned from the Clinton Police Department's public facebook page. *None - No such documents exist*

3. List(s) of any deleted, hidden, blocked, banned comments that were on the Clinton Police Department's Office's public facebook page for the time period of 1-1-2018 to 7-13-2018. *None - No such documents exist*

4. List(s) of the authors' names of any deleted, hidden, blocked, banned comments that were on the Clinton Police Department's public facebook page for the time period of 1-1-2018 to 7-13-2018. *None - No such documents exist*

5. Copies of all messages and author's names sent via the Clinton Police Department's facebook messenger and responses for the time period of 1-1-2018 to 7-13-2018. *yes Six(6) exist and are attached*

6. Name and rank and/or position title of the Clinton Police Department employee(s) responsible for maintaining any and all Clinton Police Department's social media forums. *yes Sgt. J.R. Hunter*

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 7-13-2018. *None - No such documents exist*

Yours faithfully,

ASK NJ Media Co.

Please use this email address for all replies to this request:
opra+request-2139-2907d0e6@requests.opramachine.com

Is ccovino@clintonnj.gov the wrong address for Open Public Records Act requests to Town of Clinton? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=town_of_clinton

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

TOWN OF CLINTON POLICE DEPARTMENT
DEPARTMENTAL RULES AND REGULATIONS/POLICIES AND PROCEDURES

VOLUME: 6	CHAPTER: 17	# OF PAGES: 7	REVISION DATE	PAGE #
SUBJECT: SOCIAL MEDIA POLICY				
EFFECTIVE DATE: January 26, 2012		CHIEF OF POLICE: R. Brett Matheis		
CROSS REFERENCE #:		Legal Review: A/P Jeff Weinstein		

I. POLICY

All Officers of the Town of Clinton Police Department shall use computers, computer applications, computer programs, Internet resources and network/Internet communications in a responsible, professional, ethical, and lawful manner. This policy is intended to:

- a. Guide personnel Officers when utilizing social media venues to engage the public on behalf of this agency.
- b. Guide personnel conduct when utilizing social media venues in an undercover capacity during specialized investigative operations.
- c. Guide the conduct of personnel off-duty due to the reflection it may have on the Town of Clinton Police Department.

II. DEFINITIONS

a. Social Networking:

A social network is defined as sites that use Internet services to allow individuals to construct a public or semi-public profile with 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, networking sites, photo sharing, video sharing, micro-blogging, podcasts, as well as comments posted in the sites. *The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.*

b. Blog:

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."

c. Page:

The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

d. Post:

Content an individual shares on a social media site or the act of publishing content on a site.

e. Profile:

Information that a user provides about himself or herself on a social networking site.

III. AGENCY POLICY GUIDELINES

ON-THE-JOB USE

- Personnel have the obligation to the community to act in a professional manner while investigating crimes in the Internet. Maintaining professionalism, even while online, should be the primary goal of personnel.
 - a. Town of Clinton Police Department social media sites or pages shall be approved by the chief or his designee and shall be administered by personnel appointed by the chief or his designee.
 - b. Social media pages shall clearly indicate they are maintained by the Town of Clinton Police Department and shall have the department's contact information prominently displayed.
 - c. 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. Relevant records retention schedules apply to social media content.
 - 2) Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

- 1) Town of Clinton social media pages shall not have the capability of allowing visitors to post comments.
 - 2)
- d. Department personnel representing the department via social media outlets shall do the following:
- 1) Adhere to all of Town of Clinton Police Department Rules and Regulations.
 - 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.
- e. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.

UNDERCOVER USE

- Police Department personnel may engage in undercover activities and undercover operations pursuant to these Guidelines that are appropriate to carryout law enforcement responsibilities ONLY with the approval of the Investigations Division Commander.

****Deconfliction****

Online undercover investigations have the potential for multiple agencies to be conducting similar investigations on the same criminal suspects, website, social networking sites or organizations at any given time. There are serious safety considerations in such situations that may bring law enforcement investigators into high-risk situations without realizing the presence of other law enforcement investigators. Similarly, such parallel investigations, conducted independently, are less efficient and effective then cooperative law enforcement efforts conducted in a coordinated manner.

PERSONAL USE

a. Protection and Restrictions

Excluding state law or binding employment contracts to the contrary, department personnel shall abide by the following when using social media.

- 1) Town of Clinton Police Department personnel are free to express themselves as private citizens on social media sites as long as it does not damage working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the Town of Clinton Police Department.
- 2) As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that 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. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
- 3) Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief or his designee.
- 4) For safety and security reasons, department personnel are cautioned not to disclose their employment with this department nor shall they post information pertaining to any other member of the department without their permission. As such, department personnel are cautioned not to do the following:
 - a. Display department logos, uniforms, or similar identifying items on personal web pages.
 - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as personnel of the Town of Clinton Police Department.
- 3) When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:

- a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
- b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- c. Engaging in prohibited speech noted herein, may provide grounds for undermining personnel's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination of office.
- d. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
- e. Department personnel should be aware that they may be subject to civil litigation for:
 - publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

- 4) Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- 5) Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
- 6) Reporting violations— Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

Inbox

11



Andy Charles 10/31/16
Thanks for keeping us safe on Halloween;
and every day. Meet with the Sgt; took a ...



Michelle Lepore 10/18/16
Hi, I'm not sure if this is the best place to
contact the Clinton police, but I was ...



Linda Matarazzo Cherkassky 9/20/16
Hello, I am writing in response to this.
http://www.newjerseyhills.com/hunterdon_



Bob Douglas 7/13/16
Hi, just curious, is Ken Carston still with
your dept? I knew him from Somerset ...



Frank Veneziale 5/20/16
Please share and join us if available



Jacob Holmes 3/9/16
Was wondering if you were able to send a
patch to me, I am a Senior Deputy with the



Laura McDowell 11/6/15
Thank you to Officer Kramer, who was so
compassionate and helpful when my dogs.

Want to start conversations
with more customers?

Create Promotion



Tara Janick

10/29/2017 10:55AM

you have a resident sending
random women messages
exposing himself. I have spoken
with these women and his behavior
seems to be escalating. I am not
sure if there is anything the police
department can do but I would
keep an eye on this man.



Tara Janick
[View Profile](#)

About

Studies at Childbirth International
From Middlesex, New Jersey

Labels

Manage Labels

Labels help you keep track of your
conversations. Only admins can see
labels.

Add Label

Your Notes

Add Note

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notes.

Shared Photos



Write a reply...

Inbox

11



Please disregard. An officer called and explained! You guys are so helpful! Thank.



Matthew Loscialo
Vendor Fair and Craft Fair Clinton
Community Center Sponsored by ...

Feb 23



Debbie Scialo Montano
We need to get this puppy out of there!!

Jan 14



Tara Janick
Thank you. Stay safe.

Jan 4



Jamar Archer
Please pick me up from Freedom House I
been off my meds and Im scared I only will

6/28/17



Pat McConnell
Hey guys. Keep up the great work that
you've always done. Normally I wouldn't ...

6/25/17



Beth Reis Sosidka
Beth sent a link.

2/9/17



Andy Charles
Thanks for keeping us safe on Halloween

10/31/16

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with more customers?

Create Promotion



Debbie Scialo Montano

JAN 14TH, 9:32AM

We need to get this puppy out of
there!!

Kaelynne Worden added 2
photos and a video.

People like this don't deserve
animals. Someone please help

Kaelynne Worden



Debbie Scialo Montano
[View Profile](#)

About

Local time 11:23 AM

Works at Gold Coast Bank

Studied at Valley Stream North High
School

Lives in Ronkonkoma, New York

From North Valley Stream, New
York

Labels

[Manage Labels](#)

Labels help you keep track of your
conversations. Only admins can see
labels.

[Add Label](#)

Your Notes

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Write a reply...

Inbox

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Create Promotion



Matthew Loscialo

11/17/2015 5:43PM

<https://www.facebook.com/SpecialResourcesNYNJCTSP/posts/973728789360185>



10/14/2017 7:52PM

FREE identification card, courtesy
of New York Life Insurance
Company
On Oct 27 2017 Friday at Vendor
and Craft at event
All children will receive a FREE
identification card, courtesy of New
York Life InsurFREE identification
card, courtesy of New York Life
Insurance Company
On Oct 27 2017 Friday at Vendor
and Craft at event
All children will receive a FREE
identification card, courtesy of New
York Life Insurance Company.
To receive an ID, children must be
accompanied by parent or legal
guardian.
Vendor and Craft
3:00 P.M. TO 9:00 P.M.
AT



Write a reply...

Facebook User

About

No public information available

Labels

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Add Label

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Inbox

11

-  report regarding a theft of money at the ...
-  Alexx Alexx May 25
Alexx sent a photo.
-  Bryanna Durant Apr 8
Thank you so so much for any support you can offer.
-  Theresa Rose Mar 30
Please disregard. An officer called and explained! You guys are so helpful! Thank.
-  Matthew Loscialo Feb 23
Vendor Fair and Craft Fair Clinton Community Center Sponsored by ...
-  Debbie Scialo Montano Jan 14
We need to get this puppy out of there!!
-  Tara Janick Jan 4
Thank you. Stay safe.
-  Jamar Archer 6/28/17
Please pick me up from Freedom House I been off mv meds and Im scared I only will

Want to start conversations
with more customers?

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Theresa Rose

MAR 30TH, 7:19PM

I was driving passed the twin ponds near the condos getting on 78 and I spotted about five or so young men with large cross bows shooting at the ducks and geese on the pond. Is that allowed here?



Write a reply...



Theresa Rose

[View Profile](#)

About

Local time 11:23 AM

Liked since Jul 30, 2017

Lives in New York, New York

Labels

[Manage Labels](#)

Labels help you keep track of your conversations. Only admins can see labels.

[Add Label](#)

Your Notes

[Add Note](#)

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Activity

Liked your Page.

Inbox

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Create Promotion



Bryanna Durant

APR 8TH, 3:22PM

Good afternoon, everyone. My boyfriend, Sean Gallagher, is a police officer for the Port Authority PD. He and I live right on Leigh St in Clinton. Sean was one of the officers who apprehended the subway bomber at the Port Authority Bus Terminal on December 11, 2017. Sean is participating in the Police Unity Tour in May where he's riding from the World Trade Center to the National Law Enforcement Officer's Memorial and Museum. He is riding for Chapter 37, which is named in honor of the 37 Port Authority police officers who lost their lives on September 11. He is fundraising for the National Law Enforcement Officer's Memorial and Museum and is hoping to surpass his goal of raising \$1950. I am hoping you could share the link on your page to help get the word out to our local community.



Here is the link...



Write a reply...



Bryanna Durant

[View Profile](#)

About

No public information available

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Want to start conversations
with more customers?

Create Promotion



Alexx Alexx

MAY 25TH, 9:20AM

Kudos to Clinton police for helping me assist last night getting kittens out of a sewer. Along with fire department and Hunterdon Park Rangers
Alex / Carteret Animal League



Alexx Alexx

[View Profile](#)

About

No public information available

Labels

[Manage Labels](#)

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Shared Photos



Inbox

11



Nancy Foster Mautino
I am waiting for an email to file a police report regarding a theft of money at the ...

Jul 9



Alexx Alexx
Alexx sent a photo.

May 25



Bryanna Durant
Thank you so so much for any support you can offer.

Apr 8



Theresa Rose
Please disregard. An officer called and explained! You guys are so helpful! Thank.

Mar 30



Matthew Loscialo
Vendor Fair and Craft Fair Clinton Community Center Sponsored by ...

Feb 23



Debbie Scialo Montano
We need to get this puppy out of there!!

Jan 14



Tara Janick
Thank you. Stay safe.

Jan 4

Want to start conversations with more customers?

Create Promotion



Write a reply...

JUL 9TH, 8:48PM

I am waiting for an email to file a police report regarding a theft of money at the Walmart in Clinton last evening. I am not sure the email address was conveyed correctly because I haven't received anything yet.
mautinos@rcn.com
Nancy Mautino
1661 Kevin Dr
Bethlehem, PA 18015
484-554-1429



I spoke to an officer this evening regarding this.



Nancy Foster Mautino
View Profile

About

No public information available

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