

From: clerk <clerk@rockawaytownship.org>

Date: July 16, 2018 at 9:51:57 AM EDT

To: Marcy Gianattasio <mgianattasio@rockawaytownship.org>

Subject: FW: Open Public Records Act request - Facebook Policies and Procedures

Please advise (came via clerk mailbox)

-----Original Message-----

From: ASK NJ Media Co. [<mailto:opra+request-2149-9b783a9d@requests.opramachine.com>]

Sent: Saturday, July 14, 2018 2:57 PM

To: clerk

Subject: Open Public Records Act request - Facebook Policies and Procedures

Dear Rockaway Township,

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 Rockaway Police Department's public facebook page, any and all Rockaway Police Department's policies regarding the maintenance and/or content retention of township maintained social media forums.

ELECTRONIC SOCIAL NETWORKING POLICY

2. List(s) of names of people who are/were hidden, blocked, banned from the Rockaway Police Department's public facebook page.

N/A

3. List(s) of any deleted, hidden, blocked, banned comments that were on the Rockaway Police Department's Office's public facebook page for the time period of 1-1-2018 to 7-13-2018.

NO POLICE DEPARTMENT FACEBOOK PAGE – ALL OF ROCKAWAY TOWNSHIP ONLY

4. List(s) of the authors' names of any deleted, hidden, blocked, banned comments that were on the Rockaway Police Department's public facebook page for the time period of 1-1-2018 to 7-13-2018.

N/A (SEE ABOVE)

5. Copies of all messages and author's names sent via the Rockaway Police Department's facebook messenger and responses for the time period of 1-1-2018 to 7-13-2018.

N/A (SEE ABOVE)

6. Name and rank and/or position title of the Rockaway Police Department employee(s) responsible for maintaining any and all Rockaway Police Department's social media forums.

LIEUTENANT ROB SCHERR, IN A LIMITED CAPACITY, CONTRIBUTES TO THE TOWNSHIP'S WEBSITE

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

Yours faithfully,

ASK NJ Media Co.

Please use this email address for all replies to this request:
opra+request-2149-9b783a9d@requests.opramachine.com

Is clerk@rockawaytownship.org the wrong address for Open Public Records Act requests to Rockaway Township? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=rockaway_township

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>

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

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

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ROCKAWAY TOWNSHIP POLICE DEPARTMENT				
VOLUME: 1	CHAPTER: 21	# OF PAGES: 3		
SUBJECT: ELECTRONIC SOCIAL NETWORKING				
EFFECTIVE DATE: March 01, 2012		ACCREDITATION STANDARDS: N/A	REVISION DATE	PAGE #
BY THE ORDER OF: Police Chief Walter Ardin, Jr.				
SUPERSEDES ORDER #:				

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

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 Rockaway Township 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.

PROCEDURES

I. General

- A. The term Electronic Social Networking includes, but is not limited to: personal web pages or websites, Facebook®, MySpace®, YouTube®, Twitter®, LinkedIn®, and other social and dating networking sites, etc.
- B. 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 and dating networking sites from any time, past or present.
- C. 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.
- D. Conduct both on and off duty is subject to the rules and regulations of this agency. Any activity that brings discredit to the Rockaway Township Police Department and/or of an employee's status as a member of this department is prohibited.
- E. Employees shall not express personal opinion as official agency policy or position.
- F. 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 expressed 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 (e.g. ceremonies, parades, etc.) will be allowed only with the approval of the Chief of Police.
- G. 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.
- H. Employees shall not assume the identity of another or an identity that could be assumed to be a factual while posting any comments.
- I. Employees are prohibited from accessing personal web pages or websites while working, except in the performance of official duties.
- J. Employees are prohibited from accessing personal web pages or websites from Rockaway Township computers or electronic devices, except in the performance of official duties.

- K. All employees must promptly report any information they may have concerning any violation of this order.

II. 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.