



MEMORANDUM

MEMO 17-017

To: All Department Employees
From: Lt. Thomas J. Falco
Subject: Council Meeting – December 19, 2017
Date: December 12, 2017

On December 19, 2017 at 1900 hours, this department will hold its annual awards ceremony at the final council meeting of the calendar year.

The Office of the Chief of Police has received nominations for various accomplishments. The nominations were reviewed by the Awards Committee and recommendations have been made to recognize the following officers and civilians:

Sgt. Christopher Stark
Ptl. Eric Andersen
Ptl. Paul Ryba
Ptl. Joseph Mason
Ptl. Christine Heppel
Ex-Fire Chief Zoltan Varsanyi
Nancy Varsanyi

In accordance with General Order #15-003, only those accomplishments that have been brought to the attention of the Chief of Police and reviewed by the Awards Committee have been considered.

As 2017 comes to a close, and the new year begins, please remember to take note of each other's accomplishments throughout the year.

Preceding the awards ceremony will be the ceremonially oaths of office for:

- Lt. Jeremiah E. Hourihan (promoted October 1st)
- Sgt. Matthew T. O'Boyle (promoted December 1st)
- Ptl. Brian Ramcheran (hired July 16th)

And the recognition of twenty-nine years of service by Lt. Ben Smith (retired October 1st)

In addition to the Command Staff, members being recognized or sworn-in shall wear the Class "A" Dress Blouse (Cross strap, holster, magazine pouch, cuff case, MB PD collar brass, name tag and hat).

Family, friends, and members are encouraged to attend. Members may dress casually.



SPECIAL ORDER

SO 15-003

Subject: Uniform Inspection

Effective Date: May 21, 2015

Expiration Date: June 9, 2015

Issued by: Chief Jason D. Gallo

Distribution: All members

The written directives developed by the Matawan Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.

On Monday, June 8, 2015 at 1500 hrs, all department members shall report to the Matawan Municipal Community Center for a uniform inspection. After assembly and inspection, a department photograph and individual photographs may be taken at a different location within the Borough. Members shall report wearing the following uniform, accessories and equipment:

1. Class A Dress Blouse with department patch on left sleeve and reverse U.S. flag on right sleeve, with the correct number of hash marks or service stars (Command Staff) for the number of years serving as a sworn Police Officer
2. Regulation uniform pants with gold stripe
3. Long sleeve white uniform shirt (without patches or insignia, unless Command Staff)
4. Navy blue tie
5. Trooper Hat with hat badge
6. Breast Badge (Patrolmen assigned to the Detective Division may wear their Detective's badge if so desired)
7. Cross Strap
8. Duty belt
9. Holster and firearm
10. Magazine pouch with magazines
11. Handcuff case with handcuffs
12. Name plate
13. Whistle set and MBPD collar brass (gold for Sergeant and above, silver for Patrolmen)
14. Black shoes or boots (leather or Corfam is acceptable)

All leather and brass shall be highly polished.



SPECIAL ORDER

SO 16-007

Subject: Uniform Inspection

Effective Date: November 21, 2016

Expiration Date: December 20, 2016

Issued by: Chief Jason D. Gallo

Distribution: All members

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On Tuesday, December 20, 2016 at 1700 hours, all department members shall report to the Matawan Municipal Community Center for this agency's annual uniform inspection. Members shall report wearing the following uniform, accessories and equipment:

1. Class A Dress Blouse with department patch on left sleeve and reverse U.S. flag on right sleeve, with the correct number of hash marks or service stars (Command Staff) for the number of years serving as a sworn regular Police Officer
2. Regulation uniform pants with gold stripe
3. Long sleeve white uniform shirt (without patches or insignia, unless Command Staff)
4. Navy blue tie
5. Trooper Hat with hat badge
6. Breast Badge (Patrolmen assigned to the Detective Division may wear their Detective's badge if so desired)
7. Cross Strap
8. Duty belt
9. Holster and firearm
10. Magazine pouch with magazines
11. Handcuff case with handcuffs
12. Name plate
13. Whistle set and MBPD collar brass (gold for Sergeant and above, silver for Patrolmen)
14. Black shoes or boots (leather or Corfam is acceptable)

All leather and brass shall be highly polished.



GENERAL ORDER

GO 16-002

Subject: Recording of Police

Effective Date: November 3, 2016

Issued by: Chief Jason D. Gallo

of pages: 2

Distribution: All Members

Review Date:

Last Revised:

Accreditation Standards:

The written directives developed by the Matawan Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.

I. PURPOSE

This General Order provides members of this agency with guidance for dealing with situations in which they are being recorded, to include photographing, videotaping, audiotaping, or both, by members of the public or the press.

II. POLICY

Members of the public, including media representatives, have an unambiguous First Amendment right to record officers in public places, as long as their actions do not interfere with the officer's duties or the safety of officers or others. Officers should assume that they are being recorded at all times when on duty in a public space.

III. DEFINITIONS

Recording: Capturing of images, audio, or both, by means of a camera, cell phone, audio recorder, or another device.

Media: The storage source for visual or audio recordings, whether by film, analog, or digital means.

IV. PROCEDURES

A. Persons who are lawfully in public spaces or locations where they have a legal right to be present—such as their home, place of business, or the common areas of public and private facilities and buildings—have a First Amendment right to record things in plain sight or hearing,¹ to include police activity. Police may not threaten, intimidate, or otherwise discourage or interfere with the recording of police activities. However, the right to record is not absolute and is subject to legitimate and reasonable legal restrictions, as follows:

1. A reasonable distance must be maintained from the officer(s) engaged in enforcement or related police duties.
2. Persons engaged in recording activities may not obstruct police actions. For example, individuals may not interfere through direct physical intervention, tampering with a witness, or by persistently engaging an officer with questions or interruptions. The fact that recording and/or overt verbal criticism, insults, or name-calling may be annoying, does not of itself justify an officer taking corrective or enforcement action or ordering that recording

¹ In nearly all cases, audio recording of police is legally permissible and subject to the same guidelines as video recording. This is so even in states where eavesdropping statutes require two-party consent.

be stopped, as this is an infringement on an individual's constitutional right to protected speech.

3. Recording must be conducted in a manner that does not unreasonably impede the movement of emergency equipment and personnel or the flow of vehicular or pedestrian traffic.
4. The safety of officers, victims, witnesses, and third parties cannot be jeopardized by the recording party.

B. Arrest

1. Persons who violate the foregoing restrictions should be informed that they are engaged in prohibited activity and given information on acceptable alternatives, where appropriate, prior to making an arrest.
2. Arrest of a person who is recording officers in public shall be related to an objective, articulable violation of the law unrelated to the act of recording. The act of recording does not, in itself, provide grounds for detention or arrest.
3. Arrest of an individual does not provide an exception to the warrant requirement justifying search of the individual's recording equipment or media. While equipment may be seized incident to an arrest, downloading, viewing, or otherwise accessing files requires a search warrant. Files and media shall not be altered or erased under any circumstances.

C. Seizure of Recording Devices and Media

1. Absent arrest of the recording party, recording equipment may not be seized. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions or other police operations.
2. If there is probable cause to believe that evidence of a serious crime has been recorded, an officer should
 - a. advise and receive instructions from a supervisor;
 - b. ask the person in possession of the recording if he or she will consent to voluntarily and temporarily relinquish the recording device or media so that it may be viewed and/or copied as evidence; and
 - c. in exigent circumstances, in which it is reasonable to believe that the recording will be destroyed, lost, tampered with or otherwise rendered useless as evidence before a warrant can be obtained, the recording device or media may be seized under a temporary restraint. A warrant must be obtained in order to examine and copy the recording and the chain of custody must be clearly documented per department policy.
3. In exigent situations where it is objectively reasonable to believe that immediate viewing of recordings is necessary to prevent death or serious bodily harm of another before a warrant can be authorized, the recording device or media may be seized and viewed.
4. Whenever a recording device or media is seized without a warrant or obtained by voluntary consent, the seized item shall be held in police custody no longer than reasonably necessary for the police, acting with due diligence, to obtain a warrant. The device must be returned at the earliest possible time and its owner/operator given instruction on how it can be retrieved. In all cases property receipts, shall be provided to the owner.

D. Supervisory Responsibilities

A supervisor should be summoned to any incident in which an individual recording police activity is going to be, or will most likely be, arrested or when recording equipment may be seized without a warrant or lawful consent.

OPEN PUBLIC RECORDS ACT REQUEST FORM



Borough of Matawan
201 Broad Street, Matawan, New Jersey 07747
Karen Wynne, RMC
(732) 566-3898 ext. 602
Fax (732) 290-7585
karen.wynne@matawanborough.com



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
 E-mail Address _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ FAX _____
 Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail _____
 If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
 Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

AGENCY USE ONLY

Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

AGENCY USE ONLY

Disposition Notes
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
 Denied - Closed _____
 Filled - Closed _____
 Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # _____ Total _____
 Rec'd Date 8-2-18 Deposit _____
 Ready Date 8-13-18 Balance Due _____
 Total Pages _____ Balance Paid _____

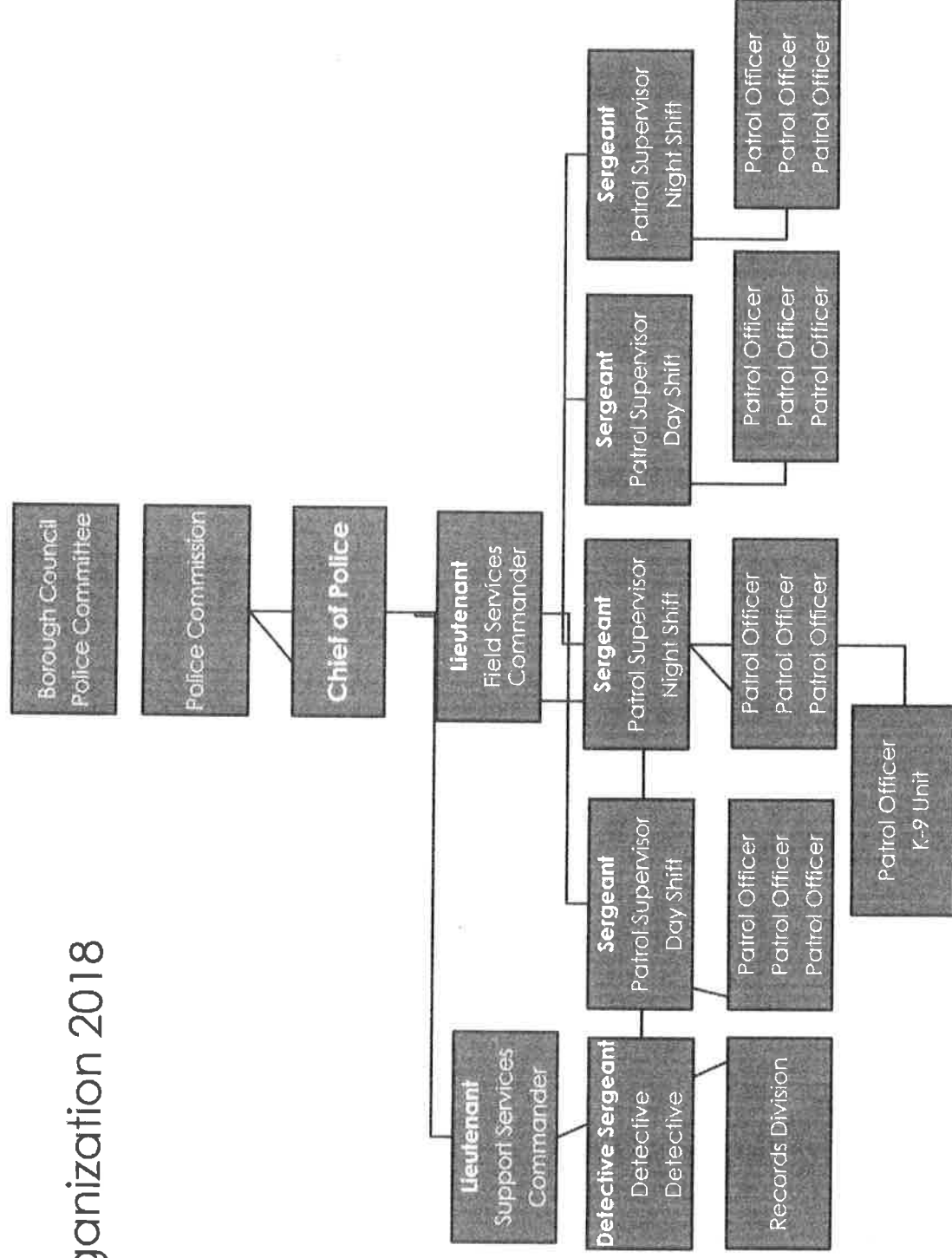
Records Provided

8/6/18
 - File complete
 - See attached email

Custodian Signature

8-2-18
 Date

Table of Organization 2018



MATAWAN POLICE CALL LIST

6/7/2018

All area codes are 732 unless otherwise noted

RADIO#	BADGE#	Command Staff:	HOME	CELL
	115	Chief Thomas J. Falco		
	127	Lt. Jeremiah Hourihan		
		Patrol Division:		
		Sergeants:		
	121	Sgt. Patrick Walker		
	123	Sgt. Christopher Stark		
	130	Sgt. Sean McCabe		
	120	Sgt. Matthew O'Boyle		
		Patrol Officers:		
	119	Ptl. Eric Andersen		
	122	Ptl. Jennifer Paglia		
	124	Ptl. Eric Budelmann		
	125	Ptl. Andrew Marsala		
	129	Ptl. Brian Murphy		
	131	Ptl. Paul Ryba		
	132	Ptl. Jeffrey Bodner		
	136	Ptl. Charles Henry		
	137	Ptl. Jamil Brooks		
	138	Ptl. Joseph Mason		
	139	Ptl. Christine Heppel		
	140	Ptl. Brian Ramcheran		
	141	Ptl. Thomas J. Dayback		
		Class I & II SLEOS:		
	165			
	166			
		Detective Division:		
	128	Dsgt. Steven Sakowski		
	126	Det. Joseph Lovallo		
	135	Det. Jonathan Borsari		

OFFICER	Hire Date	
Falco	9/27/1991	
Walker	1/1/1996	
Hourihan	5/15/2000	
Andersen	3/7/1994	
O'Boyle	3/7/1994	
Paglia	9/16/1998	
Stark	9/16/1998	
Budelmann	1/10/1999	
Marsala	1/1/1999	
Lovallo	10/15/1999	
Sakowski	4/1/2002	
Murphy	4/15/2002	
McCabe	1/1/2004	
Ryba	3/30/2007	
Bodner	6/1/2007	
Borsari	7/1/2012	
Henry	1/1/2014	
Brooks	1/1/2014	
Mason	3/1/2015	
Heppel	3/7/2017	
Ramcheran	7/16/2017	
Dayback	2/16/2018	