

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

Karen Wynne Clark 8-2-18
 Custodian Signature Date

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

8-13-18
 - File complete
 - See attached email

Custodian Signature _____ Date 8-2-18

- Excerpt from Matawan Police Dept
Rules & Regulations

- (7) Supervisor's Responsibility. Supervisors shall not assign to duty or allow to remain on duty any employee whose fitness for duty is questionable due to the use of alcohol or medication and shall make immediate notification to the Chief of Police, or his designate.
- (8) Possession of Alcoholic Beverages. Employees shall not have alcoholic beverages on their person while on duty or in uniform, nor in any police department building or vehicle, except for evidential or other authorized purpose.
- (9) Taking Medication on Duty. Employees of the department shall not take any medication which may diminish their alertness or impair their senses prior to or after reporting for duty unless directed by a physician.
- (10) Notification about Medication. When employees are required to take any prescription medication or any non-prescription medication which may diminish their alertness or impair their senses, the employee shall notify their supervisor as to the medication required, its properties, the dosage and the period during which the employee is required to take the medication. This notification shall be by the prescribing physician. If the medication is a non-prescription drug the employee shall make this notification. The required notification shall be made prior to the employee reporting for duty. This information so provided shall be confidential.
- (11) This department shall conduct random drug testing of police officers in accordance with the Drug Testing Policy of the Attorney General

K. *Duty Conduct.*

- (1) Reporting for Duty. Employees shall report for duty at the time and place specified, properly uniformed and equipped.
- (2) Absence from Duty. An employee who fails to appear for duty at the date, time and place specified without consent of competent authority is absent without leave. Supervisors shall immediately report to their supervisor in writing any employee who is absent without leave.
- (3) Prohibited Activity on Duty. Employees who are on duty are prohibited from engaging in activities which are not directly related to the performance of their duty (e.g., sleeping, conducting private business, or gambling).

- (4) Smoking while on Duty. Employees shall not smoke except in authorized areas. Employees shall not smoke on duty while in direct contact with the public.
- (5) Distracters. The use of any item or object that distracts an employee from the performance of duty other than equipment authorized by the department is prohibited while on duty.
- (6) Relief. Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.
- (7) Meals. All meals are to be consumed within authorized areas, subject to modification by the supervisor.
- (8) Training. Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective bargaining agreement provides otherwise.
- (9) Inspections. Employees directed to attend full dress inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection shall be considered absence without leave.

L. Uniforms, Appearance and Identification:

- (1) Regulation Uniform Required. All police officers and uniformed civilians shall maintain uniforms prescribed in the department uniform regulations. Uniforms shall be kept neat, clean and well-pressed at all times.
- (2) Manner of Dress on Duty. Employees shall wear the uniform or civilian clothing on duty as prescribed by department regulation for the employees current assignment
- (3) Wearing Jewelry on Duty. Police Officers on duty shall not wear loose-fitting jewelry which may be grasped during a struggle or which may inflict injury or retard the mobility of the officer. This provision shall not prohibit non-uniform officers on duty from wearing jewelry appropriately for the conditions of their current assignment.

- 2.) Under suspension. Any employee under any suspension shall immediately surrender their identification, firearm and all other department property to the appropriate supervisor pending disposition of the case.

4. COMMUNICATIONS, CORRESPONDENCE

- 1) Restrictions. Employees shall :
 - a) Not use department letterhead for private correspondence
 - b) Only send correspondence out of department under the direction of the appropriate supervisor.
- 2) Forwarding Communications. Any employee who receives a written communication for transmission to another employee shall forward same without delay.
- 3) Use of Department Address. Employees shall not use the department as a mailing address for private purposes. The department address shall not be used for any private vehicle registration or driver license.
- 4) Telephones. Department telephone equipment may not be used for personal use involving toll charges without express approval of a supervisor.
- 5) Radio Discipline. Employees operating the police radios shall strictly observe the procedures and regulations for such operations as set forth in department policy and procedure.

5. CONDUCT TOWARD PUBLIC

- 1) Courtesy. Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties politely, avoiding profane language and shall always remain calm regardless of provocation.
- 2) Request for Identification. Upon request, employees are required to supply their name and identification number in a courteous manner.
- 3) Impartiality. Employees shall not exhibit bias or favoritism towards any person because of race, sex, sexual orientation, creed, color, national origin, ancestry or influence.

- 4) Use of Derogatory Terms. Employees shall not use language that is derogatory to anyone because of race, sex, sexual orientation, creed, color, national origin, ancestry or influence.
- 5) Affiliation with Certain Organizations Prohibited. No employee shall knowingly become a member of any organization which advocates the violation of law, or which professes hatred, prejudice, or oppression against any racial or religious group or political entity, except when necessary in the performance of duty and at the direction of the Chief of Police.
- 6) Representing the Police Department. Employees shall not give public speeches or demonstrations on behalf of the department, nor shall they endorse any product or service as a representative of the department, without prior approval of the Chief of Police

6. POLITICAL ACTIVITIES

- 1) Employees Shall not be candidates for or hold office in elective public positions or political organizations within or inclusive of the jurisdiction in which they are employed unless authorized to do so by the county prosecutor.
- 2) Employees may contribute funds or any thing of value to candidates for public offices subject to provision of law governing such contributions.
- 3) Employees shall not engage in any political activity while on duty, or while in uniform, or at any other time if to do so would conflict with their duties or impair their ability to perform their duties.
- 4) Employees shall not directly or indirectly use or attempt to use their official position to influence the political activity of another person.
- 5) Employees shall not engage in any poling duties except in the performance of their official duties.
- 6) Employees shall not display any political material on any government property or on their person while on duty or in uniform.

RESOLUTION 17-11-18**ADOPTION OF BOROUGH OF MATAWAN
SOCIAL MEDIA POLICY**

WHEREAS, it is necessary for the Council of the Borough of Matawan to adopt a Social Media Policy ("Policy"); and

WHEREAS, the Borough Administrator and the Systems Coordinator have recommended the attached Policy which has been reviewed and approved by the Borough Attorney.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the attached Social Media Policy be and is hereby adopted as the "Borough of Matawan Social Media Policy" to become effective November 8, 2017.

BE IT FURTHER RESOLVED that the Borough Administrator shall have the authority to amend this policy as may be needed to reflect recommendations from the Systems Coordinator to clarify language, or to make other changes that do not constitute a material change to the Policy provided that any such changes shall be reviewed by the Council and Borough Attorney, and adopted by resolution on an as needed basis.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to all Borough employees.

CERTIFICATION OF RESOLUTION

I, Robin Klinger, Deputy Clerk of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Borough Council of the Borough of Matawan on November 21, 2017.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 21st day of November, 2017.

(Signature on File)

Robin Klinger
Deputy Clerk

SOCIAL MEDIA POLICY – BOROUGH OF MATAWAN, NEW JERSEY

PURPOSE

This policy sets forth guidelines for the establishment and use by the Borough of Matawan ("the Borough ") of its social media site Facebook as a means of conveying Borough -related information to its residents, employees and visitors. The Borough has an overriding interest and expectation in deciding what is “spoken” on behalf of the Borough on its social media sites.

The purpose of this social media policy is to establish enforceable rules for the use of social media by Borough officers and employees when engaged in Borough business. Social media at this time refers to Facebook, YouTube, Twitter, and any other communication that is open to response or comment. Rules are necessary to assure that communications made on behalf of the Borough are properly authorized and in correct form; that communications to the municipality by means of social media which can be viewed by the public are appropriate and pertinent; that all communications to the municipality is related to the posted municipal information; and that the sender is clearly and fully informed that a message received by means of social media is not a substitute for required reporting procedures.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, YouTube, and Twitter. For purposes of this policy, “comments” include information, articles, and pictures. It also includes other communication medium created by the Borough including but not limited to Nixle, reverse 911 and/or the Public Education Government Channel.

SCOPE

This policy shall apply to all Municipal agencies and departments as well as any affiliated government or non-government agency or official and/or commission or council permitted by the Borough to post on Borough social media sites.

Borough of Matawan Social Media Policy

GENERAL POLICY

The objective of the use of social media by the Borough or its departments is to expand and facilitate the dissemination of information from the Borough to its residents, taxpayers and the general public.

1. No Borough social media site shall be established without prior approval of the Borough Council. The following social media sites are approved under the direction of the Police Chief – Facebook, Matawan Police Department, and Matawan Office of Emergency Management. The Borough social media site shall be administered by the Borough Administrator and/or his/her designee.
2. The Borough social media sites shall clearly set forth that they are maintained by the Borough and that they follow this Social Media Policy.
3. Wherever possible, the Borough social media sites should link back to the official Borough website for forms, documents, online services and other information necessary to conduct business with the Borough.

4. The Borough social media sites are not to be used for making any official communications to the Borough, for example, reporting crimes or misconduct, reporting dangerous conditions, requesting an inspection, giving notice required by any statute, by ordinance or regulations such as but not limited notices of claim. Prominent notice of this paragraph shall be displayed on every Borough social media site, along with the appropriate contact information for submitting official communications.

5. This social media policy shall be placed on the Borough Website and all Borough social media sites.

6. The Borough Administrator and/or his/her designee shall monitor Borough social media sites to ensure adherence to both this Social Media Policy and the interest and goals of the Borough. The Borough has the right and will restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines will be retained by the Borough Administrator and/or her/her designee pursuant to the applicable Borough retention policy, including the time, date and identity of the poster, when available.

7. These guidelines must be displayed to users or made available by hyperlink. Borough of Matawan Social Media Policy.

8. The Borough will approach the use of social media tools as consistently as possible, Borough-wide.

9. The Borough website at www.matawanborough.com will remain the Borough's primary and predominant internet presence.

10. The Borough social media sites and this Policy are subject to all applicable federal and NJ laws and regulations, as well as applicable record retention requirements.

11. Employees and Volunteers representing the Borough's government via its social media sites shall conduct themselves at all times as a representative of the Borough and in accordance with all its policies especially the Borough of Matawan Communication.

Media Policy for employee behavior in the Borough of Matawan JIF Personnel Manual.

12. This Social Media Policy may be revised at any time by approval of the Borough Committee.

13. This policy governs all social media use by or on behalf of the Borough and/or its departments.

14. The Borough shall have a single municipal presence on social media approved for use, and a Borough Police Facebook page a Borough Office of Emergency Management Facebook page and a Recreation Facebook page. No other social media sites are authorized.

15. All Borough presence and activity on social media are an integral part of the Borough's information networks and must comply with all rules and policies governing the Borough's computers and electronic media, including but not limited to the applicable JIF Municipal Internet Access and Use Guidelines.

16. All Borough use of social media is responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), Open Public Record Act (OPRA), First Amendment, privacy laws, sunshine laws, and information security policies (if applicable) established by the Municipality.

17. All Municipal policies are applicable to interactions on social media sites when acting in an official capacity and representing the Municipality.

18. No “friending” or other special relationship between a Borough employee and a third person is permitted on, or working on, a Borough social media site(s).

Borough of Matawan Social Media Policy

19. Social media is run by a third party separate from the Borough and social media sites occasionally become inoperable. The Borough reserves the right to disable its social media accounts either temporarily or permanently at any time. There is no guarantee of “uptime.”

COMMENT POLICY

1. As a public entity the Borough must abide by certain standards to serve all its constituents in a civil and unbiased manner.

2. The intended purpose behind establishing the Borough social media sites is to disseminate information from the Borough about the Borough to its residents, employees and visitors.

3. A comment posted by a member of the public on any Borough social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Borough, nor do such comments necessarily reflect the opinions or policies of the Borough.

4. Any attempt to hack or otherwise compromise the Borough’s internet or social media sites will be reported to law enforcement and the perpetrator will be denied access to the sites.

5. The Borough reserves the right to deny access to its social media sites for any individual who violates the Borough of Matawan Social Media Policy at any time and without prior notice.

6. All comments posted to any Borough sites are bound by any applicable terms and conditions of Facebook’s Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the Borough reserves the right to report any violation of Facebook’s Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsible action. All Borough policies are applicable to interactions on social media sites when acting in an official capacity and representing the Borough.

7. All comments posted to any Borough sites are bound by any applicable terms and conditions of Twitter’s Terms of Service, located at <https://twitter.com/tos>, and the Borough reserves the right to report any violation of Twitter’s Terms of Service to Borough of Matawan Social Media Policy, Twitter with the intent of Twitter taking appropriate and reasonable responsible action.

All Borough policies are applicable to interactions on social media sites when acting in an official capacity and representing the Borough.

8. All comments posted to any Borough sites are bound by any applicable terms and conditions of YouTube’s Terms of Service, located at <https://www.youtube.com/t/terms>, and the Borough reserves the right to report any violation of YouTube’s Terms of Service to YouTube with the intent of YouTube taking appropriate and reasonable responsible action. All Borough policies are applicable to interactions on social media sites when acting in an official capacity and representing the Borough.

9. Borough municipal employees are prohibited from commenting on the municipal social media sites.
10. No Borough employee, Borough elected official, vendor performing work or providing services to the Borough, or volunteer may post or comment on a Borough social media site.
11. Persons posting prohibited content are subject to being barred from posting comments on Borough social media.

PROHIBITED CONTENT

Comments containing any of the following inappropriate forms of content shall not be permitted on the Borough's social media sites and are subject to removal and/or restriction by the Borough Administrator and/or Chief of Police and/or his/her designees.

- a. Profane, obscene, violent, or pornographic content and/or language, or sexually suggestive or explicit content links to such materials. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement;
 - b. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin, marital status, status with regard to public assistance, physical or mental disability or sexual orientation;
 - c. Defamatory attacks;
 - d. Threats to any person or organization;
- Borough of Matawan Social Media Policy
- e. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - f. Conduct in violation of any federal, state or local law;
 - g. Encouragement of illegal activity or illegal activity;
 - h. Information that may tend to compromise the safety or security of the public or public systems;
 - i. Content that violates a legal ownership interest, such as a copyright, of any party the Borough does not permit or allow copyright infringing activities and/or infringement of intellectual property rights on its website or social media sites and will remove any and all content and submissions if properly notified that such content and/or submission infringes on another's intellectual property rights;
 - j. Private contact information such as names, addresses and phone numbers no matter how easily obtained elsewhere; Personal information of a person other than the poster;
 - k. Spamming or repetitive content;
 - l. Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a Borough media site, users acknowledge that they are at least 13 years old. Parents are responsible for any minor child's posting or comments;

- m. Content that incites violence;
- n. Photographs or videos;
- o. Comments unrelated to the particular post being commented upon;
- p. Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, or unsupported accusations; and,
- q. Persons posting prohibited content are subject to being barred from posting comments on Borough social media.
- r. Only content approved by the Borough Administrator and/or approved by the Chief of Police for public release is allowed to be posted. Content of a sensitive nature shall not be allowed to be posted. Officials, employees, Borough volunteers, or vendors providing services to the Borough are prohibited from posting comments.

Borough of Matawan Social Media Policy

- s. A "designee" or a person appointed by the Borough Administrator and/or Chief of Police is never to be allowed to transfer their social media account information or allow someone access to their account on their behalf without prior written authorization from the Borough Administrator or Chief of Police.

BREACH OF POLICY

1. The Borough Administrator or Chief of Police and/or his/her designee may be required to remove internet postings on Borough social media sites which are deemed to constitute a breach of Policy, as determined by the Borough Administrator or Chief of Police subject to applicable archiving and retention requirements.
2. Any social media site created by the Borough remains the property of the Borough, including all the followers and friends generated by the site. If the person who created the site leaves the employment of the Borough, they must relinquish everything related to the site including user names, passwords and/or access codes or information.

TERMS OF USE DISCLOSURE (to be posted on all Borough Social Media Sites)

A. Information Disclaimer

By visiting this site, you understand and agree that the Borough of Matawan local government site is provided "AS IS". Borough of Matawan local government makes every effort to provide accurate and complete information on this website. The information contained herein is not official nor in any way shall it be deemed to constitute legal notice where such legal notice is required by law. The information contained in this site is provided as a service and convenience to people needing information about Borough of Matawan local government. Portions of the information on this site may be incorrect or not current. Borough of Matawan local government, its officers, employees or agents shall not be liable for damages or losses of any kind arising out of or in connection with the use or performance of information, including but not limited to, damages or losses caused by reliance upon the accuracy or timeliness of any such information, or damages incurred from the viewing, distributing, or copying of those materials.

Borough of Matawan Social Media Policy

B. Linking Policy -- Links To External Sites

The Borough of Matawan local government site contains links to outside websites. These websites are not owned, operated, controlled or reviewed by the Borough of Matawan local government. These links are provided solely as a courtesy and convenience to you, the visitor.

The Borough of Matawan local government, its officers or employees, exercise no control over the organizations, views, accuracy, copyright or trademark, compliance or the legality of the material contained in these outside websites. The Borough of Matawan local government, its officers or employees, do not sponsor, endorse, or approve the information, content, proceeds, materials, opinions or services contained on such outside websites. The visitor proceeds to these outside websites at his/her own risk. The Borough of Matawan local government specifically disclaims any and all liability from damages, which may result from the accessing of a third party site, which is linked to the Borough of Matawan local government website or from reliance upon only such information.

C. Endorsement Disclaimer

Reference in this website to any specific commercial products, processes, or services, or the use of any trade firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by Borough of Matawan local government or its officers, employees or agents.

D. Copyright and Trademark Limitations

Borough of Matawan local government makes no warranty that materials contained herein are free of copyright or trademark claims or other restrictions or limitations on free use or display. Making a copy of such material may be subject to copyright or trademark laws.

E. Use of material from this site

The Borough of Matawan local government has made the content of these pages available to the public and anyone may view, copy or distribute Borough of Matawan local government information found here without obligation to the Borough of Matawan local government for Borough of Matawan Social Media Policy non-commercial, personal use only, unless otherwise stated on particular material or information to which a restriction on free use may apply.

The design of this site, original graphics, and original content are all copyrighted by the Borough of Matawan and may not be re-engineered, distributed, modified, transmitted, re-used, reposted, or duplicated without the express written permission of the Borough of Matawan in each instance. All requests to use any part of the original design, code, graphics or content of this site should be made via e-mail to the Borough Administrator.

F. Unauthorized Modifications

Unauthorized attempts to modify or otherwise alter any information or image stored on any Borough of Matawan local government website may result in criminal prosecution.

Updated: 10/11/2017