

TEMPLATE 03 • COLORADO PUBLIC RECORDS

Flock and ALPR records list

The ten items, ready to attach to either request

WHEN TO USE THIS

Attach this to template 01 or 02. Swap the agency and county names for your own jurisdiction and adjust the date range.

BEFORE YOU SEND — FILL IN EVERY ONE OF THESE

- | | |
|-------------------------------------|---------------------------------|
| ☐ Agency | ☐ County |
| ☐ Start Date | |

WHAT THE LAW GIVES YOU

CORA DEADLINE

Three working days. Up to seven more only with written notice of extenuating circumstances. C.R.S. 24-72-203(3)(b)

FEES

First hour of research and retrieval is free. After that the cap is \$41.37 per hour. C.R.S. 24-72-205(6)

CCJRA DEADLINE

None. But a denial requires written grounds within seventy-two hours on request. C.R.S. 24-72-305(6)

COST

No filing fee. No reason, residency or affiliation required.

HOW TO SEND IT

Copy the letter on the next page into an email, fill in every highlighted field, and send it to the agency's custodian of records. Keep your sent copy and calendar the deadline the day you send it. If the deadline passes, use template 04. If you are denied, use template 05 the same day.

THE ATTACHMENT

Everything highlighted below must be replaced before you send this. Delete nothing else. The statutory citations are what make the request enforceable.

RECORDS REQUESTED

Automated license plate reader (ALPR) system operated by or on behalf of [AGENCY], including any system supplied by Flock Safety or a comparable vendor.

Time period: [START DATE] through the date this request is processed, unless otherwise noted.

1. All contracts, agreements, quotes, purchase orders, invoices, renewals and amendments between [AGENCY] and Flock Safety or any ALPR vendor, including any terms of service or master services agreement incorporated by reference.
1. All policies, procedures, general orders and standard operating procedures governing use of the ALPR system, including who is authorized to run a search, what justification is required, and the data retention period.
1. All data sharing agreements, memoranda of understanding, and records identifying every outside agency, department or private entity with access to this agency's ALPR data, including any federal agency and any out of state agency.
1. Search audit logs for the preceding twenty-four months, including for each search the date, the searching user's name and badge or ID number, the agency of the searching user, the stated reason or case number, and the plate or term queried. Please provide in the native exportable format.
1. All hot lists loaded into the system, the source of each hot list, and all records of queries run against any national or multi-state lookup function.
1. Records identifying the physical location of every camera, the date each was installed, and monthly scan volume totals.
1. All training materials, user guides, onboarding documents and certification records relating to the ALPR system.
1. All correspondence between [AGENCY] and Flock Safety or any ALPR vendor, including email, covering the request period.
1. All internal communications discussing acquisition, funding, deployment, policy, audit, misuse or complaints relating to the ALPR system, including communications with [COUNTY] commissioners, administration or the county attorney.
1. All records supporting any public statement by this agency about arrests, recoveries, case clearances or other outcomes attributed to the ALPR system, including the underlying case numbers or the data used to compile any such figure.

NOTES ON SCOPE

If item 4 is voluminous, I will accept it in monthly increments rather than as one production, and I am willing to discuss narrowing the fields.

If any responsive record is held by the vendor rather than the agency, please say so and identify the record, rather than treating the request as having no responsive documents. A record made or maintained by a contractor in performance of a public function on the agency's behalf may still be a public record.

END OF TEMPLATE 03 · PAGOSATransparency.org