

*City of Vineland, New Jersey
Office of the Municipal Clerk*

August 2, 2012

URGENT

via e-mail

M E M O R A N D U M

To: Chief Timothy Codispoti, Police
Captain John Lauria, Police
Michele Pedulla, Police Records

From: Keith Petrosky, RMC, Municipal Clerk

Re: Open Public Records Act Request: MacLeod (ACLU), August 2, 2012

Thomas W. MacLeod, Open Governance Attorney, American Civil Liberties Union of New Jersey, P.O. Box 32159, Newark, NJ 07102 (973-854-1713), has filed a Request for Access to Government Records on this date for **ELECTRONIC COPIES** of the following:

This request seeks records pertaining to all forms of Automatic License Plate Recognition (ALPR) technology, which also may be referred to as Automatic License Plate Readers, or as Automatic Vehicle Identification, Number Plate Recognition, or Car Plate Recognition software, hardware, equipment, units, or systems.

Please provide ELECTRONIC COPIES of the following records made, maintained, kept on file, or received from January 1, 2006, to the present (August 2, 2012):

1. All policies, procedures, and other general guidelines for procuring and using ALPR technology, and for storing, accessing and sharing data scanned with ALPR technology;
 - a. **VPD, Cumberland County, and NJ AG Directive attached.**
2. With respect to procurement of ALPR technology, all:
 - a. Records detailing the sources of funds that have been or will be expended for this purpose, including but not limited to grant award letters and budget documents; **See attached.**
 - b. Invoices for purchases completed or in process; **See attached.**
 - c. Official government approvals of purchases completed or in process; **See attached.**
 - d. Fact sheets and other materials describing the products of vendors, suppliers and prospective suppliers; **See attached.**
3. With respect to use of ALPR technology, records detailing:

- a. All types of data scanned, recorded, or otherwise captured; **Vehicle information as it relates to NJ registration returned from the NJ Motor Vehicle Commission (MVC)**
 - b. The number of license plates scanned per day, week, month and year, and the average numbers for each period; **Unknown**
 - c. The number of units or systems acquired; **Seven fixed mounted cameras and seven mobile camera systems.**
 - d. The number of vehicles equipped with such units or systems; **Seven**
 - e. The number and physical locations of stationary units or systems;
 - a. **Two at East/Landis**
 - b. **Two at Blvd/Landis**
 - c. **Two at Delsea/Landis**
 - d. **One at West/Landis**
 - f. All technical capabilities and specifications of each type of unit or system used; **See attached.**
4. With respect to storage of data scanned with ALPR technology, records detailing:
- a. All types of data stored for any period longer than one hour;
 - b. The length of time that each type of data is stored; **Five years.**
 - c. The number of individual license plate scans currently stored by your agency; **8,990,991 as of 8/13/2012**
 - d. The length of time after which data *may* be discarded;
 - e. The length of time after which data *must* be discarded;
5. With respect to accessing ALPR data, records detailing:
- a. All purposes for which the data *may* be accessed; **See attached.**
 - b. All purposes for which the data *cannot* be accessed; **See attached.**
 - c. Who may access the data, what legal justification is required to obtain access, what procedures must be followed, and who must authorize access; **See attached.**
 - d. All systems or methods used to record who accesses the data, and under what circumstances; **See attached.**
6. With respect to sharing ALPR data, records detailing:
- a. All types of data shared by and with your agency; **We do not participate in any ALPR data sharing at this time.**
 - b. All public or private individuals or entities that have access to your agency's ALPR data, the procedures they must follow to gain such access, and the restrictions placed on them with respect to further sharing of data, including but not limited to sharing agreements and other documents identifying the databases to which your agency supplies data; **We do not participate in any ALPR data sharing at this time.**
 - c. All public or private individuals or entities that provide your agency with access to ALPR data, the procedures your agency must follow to gain such access, and the restrictions placed on your agency with respect to further sharing of data, including but not limited to sharing agreements and other

documents identifying the databases from which your agency receives data;
We do not participate in any ALPR data sharing at this time.

7. All training materials used to instruct members of your agency in ALPR technology use, data management, or operation of automated records systems containing ALPR data to which any member of your agency has access, including regional or shared databases. **See attached.**

Note: If you determine that any portions of the requested materials are exempt from disclosure, please redact only that which you believe is exempt and provide the remaining, non-exempt portions. I must provide a letter to the requestor detailing the specific exemption(s) on which each deletion relies.

Please assemble the records and provide them to me ELECTRONICALLY. New Jersey's Open Public Records Act requires that records must be provided as soon as possible, but not more than seven days. I must notify the requestor by **August 9, 2012**. Please specify if any of your records will be denied and the reason for the denial.

PLEASE SEND ME A WRITTEN RESPONSE WHETHER OR NOT YOU HAVE RECORDS RELATING TO THIS REQUEST.

Thank you for your assistance with this matter, as well as your prompt response.

xc: Mayor Robert Romano
Denise Monaco, Business Administrator
Edward F. Duffy, Esq., Associate Solicitor

**City of Vineland, NJ
Open Public Records Act**

Summary of Employee Time Spent Responding

Please complete this form and return it with your response.

1. OPRA requestor name: MacLeod (ACLU)

2. Date OPRA request filed: 8-2-2012

3. Department/Division: _____

4. Time summary:

Employee(s) Name:

Hours spent
responding to
this request:

_____	_____
_____	_____
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_____	_____
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