



October 13, 2011

Daniel Charette
Chief of Police
Southbridge Police Department
1 Mechanic Street
Southbridge, MA 01550

Re: Public Records Request
Automatic License Plate Recognition

Dear Chief Charette:

It has been brought to our attention that your police department uses ALPR technology. The ACLU of Massachusetts is concerned about ALPR technology because it appears that a key element of the program is the collection and storage of personally identifiable information. I am sure you can appreciate the significant privacy issues raised by the creation and expansion of a system of records containing the travel information of ordinary Massachusetts residents.

To assist us in understanding the operation of the program and any provision for the protection of individual privacy, I am requesting that you provide us with copies of the following records:

1. Documents showing how much the ALPR system costs, including any back-office analytic software;
2. Records showing how much ALPR related motorist data your department currently maintains;
3. Documents or records showing which hot-lists or match-lists your department runs ALPR data against;
4. Any guidelines, regulations or procedures governing ALPR data retention, sharing, deletion or storage;
5. Any privacy policy governing the use of ALPR;
6. Any standard operating procedures or policies governing the use of ALPR;
7. Any guidelines, regulations or procedures governing submission and of captured license plate data to the state repository maintained by the Criminal Justice Information Services (CJIS) Division at the Commonwealth's Public Safety Data Center or any other agency or database outside those maintained by your department;

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8. Any Memoranda of Agreement or Understanding between your department and any other agency containing information about ALPR data sharing.

Please consider this as a request under Public Records Law, G.L. c. 66, §10, made on behalf of the ACLU of Massachusetts. We ask that any of the requested records available in electronic form be provided in that form.

Sincerely,

Laura Rotolo
Staff Attorney
ACLUm

Amelia L. Peloquin
Southbridge, MA

cc: Town Manager, Christopher Clark