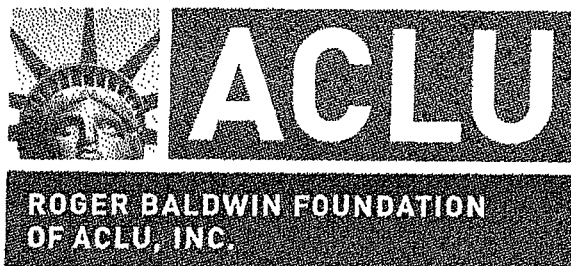


THE
ROGER
BALDWIN
FOUNDATION
OF ACLU,
INC.



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CHICAGO, ILLINOIS 60601-1287
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July 30, 2012

VIA CERTIFIED U.S. MAIL

Springfield Police Department
Attn: Freedom of Information Officer
Municipal Center East
800 E. Monroe
Springfield, IL 62701

Re: FOIA request regarding police department deployment of Automatic License Plate Reader ("ALPR") technology

Dear Freedom of Information Officer:

We write to seek information about Automatic License Plate Reader ("ALPR") technology pursuant to the Freedom of Information Act ("FOIA"). 5 ILCS 140/1 *et seq.* ALPR technology is also sometimes referred to as Automatic Vehicle Identification, Car Plate Recognition, or License Plate Recognition technology. This records request uses ALPR in reference to any technology which is described by these terms or is substantially similar to the technology so described.

The time period for the request is from January 1, 2006 until the time of the production of the information.

Specifically, we seek the following records¹:

1. All records regarding your policies, practices, and procedures relating to ALPR technology, including but not limited to:

¹ The term "records" as used herein includes, but is not limited to, all documents or communications of any kind preserved in electronic or written form, including but not limited to, correspondence, documents, data, videotapes, audiotapes, faxes, files, guidance, guidelines, evaluations, instructions, analyses, memoranda, agreements, notes, orders, policies, procedures, protocols, reports, audits, studies, inquiries, examinations, inspections, investigations, probes, surveys, rules, technical manuals, technical specifications, training manuals, and/or computer files and databases.

- a. Your agency's policies, practices and procedures for procuring and using ALPR technology;
 - b. Your agency's policies, practices and procedures for storing, accessing and sharing data obtained through ALPR technology.
2. All records regarding the procurement of ALPR technology, including but not limited to:
 - a. sources of funds used to pay for ALPR technology;
 - b. invoices for the purchase of ALPR technology;
 - c. local government approval for any ALPR purchase;
 - d. interactions with vendors, suppliers and potential suppliers of ALPR technology, including materials and fact sheets supplied by vendors describing their products.
3. All records regarding the use of ALPR technology, including but not limited to:
 - a. what types of data are obtained by the use of ALPR technology;
 - b. number of license plates scanned and/or read for each month in the time period;
 - c. number of ALPR units or systems acquired;
 - d. number of ALPR units or systems which are actively deployed;
 - e. method and location of that deployment for each unit or system actively deployed (e.g. mobile vehicle, street location of red light camera, etc.);
 - f. technical capabilities of the ALPR units;
 - g. number of "hits" (alerts provided by the ALPR system that it has scanned a license plate flagged for surveillance by your department or a cooperating document) which have occurred since your implementation of ALPR technology;
 - h. categorization of all "hits" by reason vehicle was flagged for surveillance (e.g. unpaid parking tickets; outstanding warrant; etc.).
4. All records regarding the storage of data obtained using ALPR technology, including but not limited to:
 - a. what types of data are stored for any period longer than an hour;
 - b. how long data is stored;
 - c. when data must be discarded;
 - d. how many individual license plate scan records your agency currently stores.
5. All records regarding access to ALPR data, including but not limited to:
 - a. the legal justification required before an individual accesses ALPR data;
 - b. purposes for which the data may be accessed;
 - c. purposes for which the data may *not* be accessed;
 - d. who may access the data, what procedures they must go through to obtain access, and who must authorize access;
 - e. the existence or non-existence of a system that records who accesses the data and when the data is accessed.

6. All records regarding the sharing of data obtained through ALPR technology, including but not limited to:
 - a. what type of data is shared;
 - b. which databases your agency puts collected ALPR data into;
 - c. third parties, governmental or private, that may access your agency's ALPR data, including what procedures third parties must go through in order to access the data and any restrictions placed on third parties regarding further sharing of your ALPR data;
 - d. any agreements to share ALPR data with outside agencies, corporations or other entities.
7. All records regarding the methods by which department obtains ALPR data, either obtained through ALPR technology or for the purpose of use by ALPR technology, from third parties, including a but not limited to a list of which databases your agency can access.
8. All training materials used to instruct members of your agency in ALPR deployment, data management, or operation of automated records systems that contain ALPR data to which any member of your agency has access, including regional or shared ALPR databases.

Please send the requested materials to:

Karen Sheley
Roger Baldwin Foundation of ACLU, Inc.
180 N. Michigan Avenue
Suite 2300
Chicago, Illinois 60601-1287

As you know, the Illinois FOIA requires that you make available for inspection and copying all public records, except certain exempt records, within five working days of receipt of a written request.

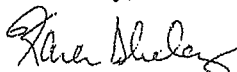
If you determine that portions of the requested records are exempt from the Act, we expect that you will delete such exempted material and send copies of the remaining non-exempt material within five working days. Also, if all or any part of this request is denied, please provide in writing the specific exemption(s) under the Act on which you rely to withhold the records.

We are prepared to pay reasonable copying costs for reproducing the requested materials, but request that you waive any such fees under the provision of FOIA that authorizes you to waive copying fees when release of requested information is "in the public interest." In compliance with section 6(b) of the amended FOIA, I represent to you that the documents are sought to determine information concerning the legal rights of the general public and this request is not for the purpose of personal or commercial benefit. Accordingly, a waiver of fees is in the public interest as defined by section 6(b).

If you deny the request for waiver, please notify me before compiling records for which the copying charge will exceed \$50.00 so that we can discuss narrowing the request to cover only the information I seek.

Please contact me at 312/201-9740 ext. 325, or via email at ksheley@aclu-il.org, if you have any questions regarding this request. Thank you for your prompt attention.

Sincerely,



Karen Sheley
Staff Attorney

cc: Springfield City Clerk
Attn: Freedom of Information Officer
Municipal Center West, Rm 106
300 South Seventh Street
Springfield, IL 62701
E-mail: cityclerk@cwlp.com