

TO: Records Custodian / FOIA Officer
AGENCY: [INSERT POLICE DEPT OR CITY NAME]
DATE: [INSERT DATE]

RE: Public Records Request regarding Flock Safety / ALPR System

To Whom It May Concern:

Pursuant to *[INSERT YOUR STATE'S PUBLIC RECORDS LAW, e.g., The Freedom of Information Act / Public Records Act]*, I hereby request the following records regarding this agency's use of Automated License Plate Readers (ALPR), specifically the system provided by the vendor Flock Safety:

1. Device Inventory and Location Data

A current and complete asset inventory list of all ALPR cameras/terminals (including Flock Safety "Falcon" or "Sparrow" cameras) possessed or accessed by the agency. Please provide this data in a spreadsheet format (.CSV or .XLS) containing the following specific fields for each device:

Location Coordinates: The specific GPS coordinates (Latitude/Longitude) and/or physical address/intersection of the device.

Device Identification: The specific Make, Model, and Serial Number/Device ID.

Timeline: The original date of installation and/or activation.

Orientation: The direction of traffic flow being captured (e.g., "Northbound," "Eastbound").

Status: Current operational status (e.g., Active, Inactive, Maintenance).

2. Flock Safety "Organization Audit"

The full report of searches conducted by this agency. The report should include data logged from [INSERT START DATE] to the date this request is processed. Per Flock's documentation, this is available within the "Insights Tab" of the dashboard.

3. Flock Safety "Network Audit"

The full report of searches conducted on this agency's cameras by outside agencies. The report should include data logged from [INSERT START DATE] to the date this request is processed. Per Flock's documentation, this is available within the "Insights Tab."

4. Network Share Settings

A complete list of current permissions, specifically:

4a. "Flock networks shared with me" (A list of outside agencies this agency can view).

4b. "Networks that I'm sharing" (A list of outside agencies granted access to this agency's devices).

5. Contracts and Agreements

- 5a. The complete, executed contract(s) between the agency and Flock Safety, including all terms, conditions, and MOUs.
- 5b. Data retention and deletion policies.
- 5c. Third-party data access provisions and privacy policies.
- 5d. Any amendments, addendums, or modifications to the original contract.

6. Internal Policy and Accountability

- 6a. Policies regarding authorized users and permissible uses of the system.
- 6b. Training requirements for personnel regarding system use and privacy.
- 6c. Accountability measures for system misuse or unauthorized access.
- 6d. Legal justification requirements for searches (e.g., warrant requirements vs. reasonable suspicion).

7. Security Safeguards

- 7a. Authentication requirements (e.g., two-factor authentication policies).
- 7b. Records of any cybersecurity vulnerability assessments or security reviews conducted on the system.

CLARIFICATION REGARDING REQUESTED RECORDS:

To avoid ambiguity, please note the following legal clarifications regarding these records:

A. Regarding Device Locations (Item 1):

The requested devices are fixed-location assets installed on public infrastructure (public right-of-way) and are plainly visible to the public. They are not covert or undercover investigative equipment. Therefore, their locations are not exempt under "security infrastructure" or "officer safety" exemptions, as their presence is already public knowledge and open to plain view observation.

B. Regarding Audit Logs (Items 2 & 3):

I am requesting administrative audit logs and configuration settings that document system usage. I am NOT requesting license plate images, photographs, or personal identifying information (PII) of vehicle owners that would be protected under driver privacy laws. The requested audit reports contain metadata about system usage (such as search counts, agency names, and timestamps), which is distinct from protected ALPR images. This administrative data does not reveal surveillance techniques or active criminal intelligence; it merely documents that the system was utilized.

FORMAT AND FEES:

Please provide records in their original electronic, machine-readable format (e.g., .CSV, .XLS, or native PDF). Please do not redirect me to a transparency portal unless it specifically contains the raw audit logs requested above.

I request a waiver of all fees as the disclosure of the requested information is in the public interest. If fees are unavoidable, please inform me of the total charges in advance if they exceed \$20.

I look forward to your response within the statutory time limit.

Sincerely,

[YOUR NAME]
[YOUR ADDRESS]
[YOUR EMAIL]