

To Whom It May Concern:

Pursuant to Pennsylvania's Right to Know Law, I am requesting copies of all records related to Hamilton Township's use of Flock Safety camera systems, License Plate Readers (LPRs), and/or Automated License Plate Readers (ALPRs), including but not limited to the following:

A. Contracts & Financial Records

- a. All contracts, agreements, memoranda of understanding (MOUs), or service agreements between Hamilton Township and Flock Safety or any LPR/ALPR vendor
- b. All purchase orders, invoices, and payment records related to LPR/ALPR equipment, software, or services
- c. Any subscription agreements, renewal documents, or pricing schedules
- d. Records of any grants, federal or state funding, or other funding sources used to acquire LPR/ALPR systems
- e. Any data-sharing agreements with Flock Safety, other municipalities, law enforcement agencies, or third parties

B. Policies & Operational Guidelines

- a. All written policies, procedures, guidelines, or rules governing the use of Flock Safety cameras, LPRs, or ALPRs
- b. Data retention policies specifying how long LPR/ALPR data and images are stored
- c. Policies governing who within the agency are authorized to access LPR/ALPR data
- d. Any policies on sharing LPR/ALPR data with third parties, including other law enforcement or federal agencies
- e. Any privacy impact assessments or civil liberties reviews conducted in connection with LPR/ALPR deployment

C. Camera Deployment Information

- a. The total number of Flock Safety cameras or LPR/ALPR devices currently deployed or operated by Hamilton Township or operated by Flock Safety within Hamilton Township
- b. Any records identifying the general areas or zones in which cameras are deployed

- c. Records identifying which cameras are agency-owned versus privately-owned cameras whose data is shared with the agency

D. Aggregate & Statistical Operational Data

Note: I am requesting aggregate and statistical data only -- not individual plate reads or personal data tied to any specific vehicle or individual.

- a. Total number of license plate reads/scans captured per month or year
- b. Total number of hotlist or "hit" alerts generated per month or year
- c. Total number of law enforcement requests made to access LPR/ALPR data
- d. Any reports or summaries generated by Hamilton Township or Flock Safety regarding system performance or usage statistics

E. Meeting Records & Government Action

- a. Minutes of any public meetings, council meetings, or board meetings at which Flock Safety, LPRs, or ALPRs were discussed or voted upon
- b. Resolutions, ordinances, or formal votes authorizing the acquisition or use of LPR/ALPR systems
- c. Any correspondence (emails, letters, memos) between agency officials and Flock Safety representatives relating to contract negotiation, system deployment, or data access

FORMAT OF RESPONSE: Pursuant to Section 701 of the RTKL, I request that records be provided in electronic format via email where possible. If any record exists in electronic form, please provide it electronically. If Hamilton Township determines that any portion of a requested record is exempt, I request that the non-exempt portions be redacted and released pursuant to Section 706 of the RTKL, rather than the entire record being withheld.

NOTICE REGARDING DENIAL: Should Hamilton Township deny any part of this request, I request a written explanation citing the specific statutory exemption(s) under Section 708 of the RTKL or other applicable law that justifies the denial, as required by Section 903. I am aware of my right to appeal any denial to the Pennsylvania Office of Open Records within 15 business days of Hamilton Township's response or deemed denial.

I look forward to your response within the timeframe required by law.

Sincerely,

Austin McDannell