

_____ County Sheriff's Office
Attn: Public Records Officer
(street address) (city) (state) (zip)

Subject: Access to Public Records Act Request for Automated License Plate Reader (ALPR) Records

Dear Public Records Officer,

Pursuant to Indiana's Access to Public Records Act (IC 5-14-3), I respectfully request a copy of the following records held by the _____ County Sheriff's Office related to the use of automated license plate readers (ALPRs) for the period of January 1, 2023, to November 15, 2025. To ensure compliance with IC 5-14-3-3, I request that these records be provided in PDF format, where available, to facilitate public access and minimize costs. If PDF format is unavailable, paper records are acceptable. If any portion of this request is denied or redacted, please provide a written explanation citing the specific statutory exemption under IC 5-14-3-4 and any applicable case law, as required by IC 5-14-3-9.

Please provide copies of the following records:

1. **Contracts with ALPR Vendors:** All contracts, agreements, memoranda of understanding, or other documents between _____ County Sheriff's Office and any company providing ALPR technology or services, including but not limited to Flock Safety, Vigilant Solutions, Rekor Systems, or any other ALPR vendor. This includes any amendments, renewals, or extensions of such contracts executed or effective between January 1, 2023, and November 15, 2025.
2. **Policies on ALPR Data Access:** All policies, procedure manuals, training materials, or other documentation, effective or revised between January 1, 2023, and November 15, 2025, that describe: a. Who within the Sheriff's Office (e.g., specific roles, ranks, or units) is authorized to search or access license plate data collected by any ALPR vendor, regardless of whether the data is stored by the vendor or the _____ County Sheriff's Office. b. The process for granting, revoking, or monitoring such access.
3. **Policies on ALPR Searches and Alerts:** All policies, procedure manuals, or other documentation, effective or revised between January 1, 2023, and November 15, 2025, that describe: a. The circumstances under which a license plate may be searched in ALPR data, including any criteria, approvals, or justifications required. b. The circumstances under which an alert or notification may be set for a specific license plate, including any criteria, approvals, or justifications required.
4. **Policies on ALPR Search Logs and Audits:** All policies, procedure manuals, or other documentation, effective or revised between January 1, 2023, and November 15, 2025, that describe: a. The maintenance of logs recording who searches ALPR data, when, and the stated reason or purpose for each search. b. The process, frequency, and criteria for auditing such logs to ensure compliance with _____ County Sheriff's Office policies or state/federal law, including any reports or documentation summarizing audit procedures.

If any records are maintained in a database or electronic system, I request an export of the relevant data in a machine-readable format (e.g., CSV, Excel) pursuant to IC 5-14-3-3(g), converted to PDF for delivery. If any responsive records are withheld or redacted, please provide a detailed log describing each withheld or redacted record, including the record's title, date, and the specific legal basis for withholding or redaction.

I am willing to pay reasonable fees for copying or searching records, as permitted under IC 5-14-3-8, up to a maximum of \$100. Please notify me in advance if fees are expected to exceed this amount. If a fee waiver is available due to the public interest in understanding _____ County Sheriff's Office's use of ALPR technology for transparency and accountability, I respectfully request consideration under IC 5-14-3-8(e). The requested information is sought for non-commercial purposes.

Please provide the requested records within the statutory timeline outlined in IC 5-14-3-9 (seven business days for acknowledgment). If you have any questions or need clarification, please contact me at (the email address you sent the request from). Thank you for your attention to this request, and I look forward to your prompt response.

Sincerely,

Your Name