pennsylvania
OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Eastern Adams Regional Police Department (Attn: AORO)

Date of Request: 09/08/2026 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

[redacted]

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

PLEASE SEE ADDITIONAL PAGE FOR REQUEST. THANK YOU.

DO YOU WANT COPIES? ☐ Yes, printed copies (*default if none are checked*)
☒ Yes, electronic copies preferred if available
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☒ $100 (or) ☐ $_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: $_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Feb. 3, 2020

Flock Safety ALPR Policies and Procedures

Pursuant to the Pennsylvania Right-to-Know Law, I request all current and previously effective policies, procedures, directives, general orders, standard operating procedures, training materials, memoranda, or written guidance governing the Eastern Adams Regional Police Department's use of Flock Safety automated license plate readers.

This request includes records addressing:

1. Permissible and prohibited uses of the Flock system.
2. Requirements for conducting license plate or vehicle searches, including any requirement to enter a case number, reason, justification, or purpose for a search.
3. User authorization and access levels.
4. Supervisory review or auditing of searches.
5. Data retention and deletion periods.
6. Creation and use of hot lists, watch lists, alerts, or notifications.
7. Procedures for adding a vehicle or license plate to a hot list.
8. Sharing of ALPR information with other law-enforcement agencies or third parties.
9. Procedures governing searches by outside agencies of data collected by EARPD cameras.
10. Geographic or other restrictions on searches.
11. Training requirements for personnel authorized to use the system.
12. Procedures for investigating misuse, unauthorized searches, or policy violations.
13. Records retention requirements applicable to ALPR data, audit records, search histories, and related system records.

I additionally request any Flock Safety policy templates, recommended policies, training documents, implementation guides, or other materials supplied by Flock Safety to EARPD and used in establishing the Department's policies.

The requested period is from the initial consideration or implementation of the Flock system through the present.

I request electronic copies in their existing electronic format where available.