

# Instructions for ALPR PRA Self-Request and submission of records for data analysis

## **PRA Request:**

Email the following text with blanks filled in to: Sanchez, Phillip  
<[psanchez@cityofpasadena.net](mailto:psanchez@cityofpasadena.net)>`

Chief Sanchez:

Pursuant to the California Public Records, I request all Public Records that were generated by the Pasadena Police Department's Automatic License Plate Reader for the [INSERT MAKE] auto owned by me which has California license plate [INSERT LICENSE PLATE #] during the period from October 1, 2016-September 30, 2017. Please provide the Public Records in PDF format to me by email at the email address above in the "from" line.

[INSERT YOUR NAME]

## **Additional participation in POP!/CICOPP data analysis project:**

**Description of Project:** The Pasadena PD ALPR surveillance records provide a picture of your license plate for each time it was recorded along with the date, the time, the latitude and longitude at which it was photographed, and the number of the police car recording it. If you forward the email you receive from the Pasadena PD with its surveillance records on your auto, we will translate the latitude/longitude into a location on a street and report back that location information to you. Statistical information derived from the records will be put into a data-base for analysis of the surveillance patterns that POP!/CICOPP will make publicly available when completed.

**Privacy protection for you:** No personal identifying information will be included in the data-base. After the feedback to you on street locations and entry of the information in the data-base, we will delete the email you forwarded to us.

### **Information to include in your forwarding email:**

1. Your residence zip-code
2. Your work zip-code

(You need not live or work in Pasadena; surveillance records are likely if you drive in Pasadena.)

The data will be inputted by Gronemeier & Associates employee Marcela Sanchez; forward the email from the Pasadena PD with the above information to [msanchez@dgronemeier.com](mailto:msanchez@dgronemeier.com).

Ed Washatka; Kris Ockershauser; Elbie J. Hickambottom, Jr.  
POP! (Pasadenans Organizing for Progress) Police Practices Committee  
CICOPP (Coalition for Increased Civilian Oversight of Pasadena Police)