



City of Anaheim

Office of the City Clerk

200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805
(714) 765-5166 • fax (714) 765-4105
www.anaheim.net

Request for Public Records

STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).

STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; landal@anaheim.net fax: (714) 765-4105

STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTER INFORMATION

Full Name: Mohammad Tajsar Date: 9/20/18 10:17 AM

Company Name: ACLU Southern California

(Mailing) Address: _____ City/State/Zip Code: Los Angeles, CA 90017

Phone number: _____ Email: _____

Preferred method of contact in the event of questions:

Email

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Re: *Public Records Act request for documents concerning use of COPLINK and LEAP Network*

To whom it may concern:

Pursuant to the California Public Records Act, California Government Code sections 6250 et seq., I write on behalf of the ACLU of Southern California to request records relating to the acquisition and use of the COPLINK or LEAP Network databases by Anaheim Police Department employees.

Specifically, please provide copies of all records mentioning or referencing the acquisition or use of COPLINK or LEAP Network by the Anaheim Police Department, including, but not limited to:

- Any and all contracts or agreements between the City of Anaheim or the Anaheim Police Department and Forensic Logic, Inc. concerning the purchase, acquisition, or retention of COPLINK or LEAP Network. Please include any and all scopes of work, attachments, and documents referenced and included in any such contracts and agreements;*

The information entered to request for public records is continued on succeeding page(s)

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records

Will Pick-Up Records

Please Mail

Electronically Signed/Submitted 9/20/18 10:17 AM

SIGNATURE OF REQUESTER



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DESCRIPTION OF REQUESTED RECORD(S)-Continuation

2. Records referencing the purchase, acquisition, subscription to, or payment for COPLINK or LEAP Network, including any grant applications, budget requests, loans, donations, or other funding sources for any such purchases;
3. All policies, procedures, guidance, or memoranda governing the Anaheim Police Department's use of COPLINK or LEAP Network, including documents containing information on the kinds of information included in the databases;
4. All product manuals, training materials, or other records describing the features of and uses of COPLINK or LEAP Network; and
5. Any brochures, white papers, manuals, reports, or other materials provided to the City of Anaheim by Forensic Logic, Inc. or by International Business Machines Corporation (IBM) relating to COPLINK or LEAP Network;
6. Any agreements, MOUs, contracts, guidance, or other types of records that contain information sharing policies between the Anaheim Police Department and Forensic Logic, Inc. involving the use of COPLINK or LEAP Network;
7. Any agreements, MOUs, contracts, guidance, or other types of records that define information sharing policies between the Anaheim Police Department and IBM involving the use of COPLINK or LEAP Network;
8. All documents concerning the sharing of information recorded by Anaheim Police Department officers in COPLINK or LEAP Network databases with law enforcement in other jurisdictions, including federal agencies.
9. All other communications to or from any Anaheim Police Department employees concerning the use of COPLINK or LEAP Network;
10. All other communications between any Anaheim City or Police Department employee and any third-party vendor that sells, leases, or otherwise makes available COPLINK or LEAP Network, including but not limited to Forensic Logic, Inc. and IBM;

If you determine that some but not all the information is exempt from disclosure and that you intend to withhold it, we ask that you redact it for the time being and make the remaining responsive records available as requested. In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed. If we can provide any clarification that will help expedite your attention to our request, please contact Sarah Rahimi at _____ or Mohammad Tajsar at _____

Because this request is on a matter of public concern, and the ACLU of Southern California is a nonprofit public interest organization, we request a fee waiver. See *North Cty. Parents Ass'n v. Dep't of Ed.*, 23 Cal. App. 4th 144 (1994). We also request that documents be provided in electronic format if possible. Doing so would eliminate the need to copy the materials and provides another basis for our requested fee waiver. If, however, such a waiver is denied, we will reimburse you for the reasonable cost of copying. Please inform us in advance if the cost will be greater than \$50.

According to the California Public Records Act (California Government Code § 6253(c)), a response is required within 10 days. Thank you for your prompt attention to this matter. Please furnish all applicable records to us at _____ if in electronic format or, if in physical form, at _____



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