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UDI OFER  
Executive Director  
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President

**VIA FACSIMILE AND REGULAR MAIL**

March 22, 2016

Wyckoff Police Department  
1 Scott Plaza  
Wyckoff, NJ 07481  
Email: records@wyckoffpolice.org

Dear Records Custodian:

This is a request for records pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law right of access to public documents. *South Jersey Publishing Co. v. New Jersey Expressway Auth.*, 124 N.J. 478, 487-89 (1991). Please note that this letter contains the statutory requirements for a written OPRA request and I am not required to fill out an official form. *Tina Renna v. County of Union*, 407 N.J. Super. 230 (App. Div. 2009).

Please provide copies of the following public records:

1. Any policy manuals, directives, training bulletins, standard operating procedures (SOPs), training materials, or guidelines that address diversity training, bias training, de-escalation training or racial profiling, from January 1, 2010, to present.
2. A copy of the "Internal Affairs Summary Report Form" filed by or on behalf of the Wyckoff Police Department for each of the years 2010 through present. For your reference, this is the form required by the Attorney General's Internal Affairs Policy & Procedures Directive.

For the purposes of requests 3 and 4 below, we are seeking records that were made, sent or received on or after December 1, 2014, to or from employees of the Wyckoff Police Department, including Chief Benjamin C. Fox:

3. Email correspondence containing the keywords "profiling" or "police safety."

4. Email responses to the December 5, 2014, email sent by Chief Benjamin C. Fox entitled "Police Safety."
5. Use of Force Reports filed by Wyckoff police officers and/or any other applicable township law enforcement officers from January 1, 2010, to present.
6. Forms, including field inquiry forms, filled out by Wyckoff police officers and/or any other applicable township law enforcement officers for civilian stops, including traffic stops and Terry stops, from January 1, 2010, to present.
7. Each and every database entry for information collected on forms, including field inquiry forms, concomitant to civilian stops, including traffic stops and Terry stops, from the period of January 1, 2010, to present.
8. Documents reflecting the following data for all arrests from 2010 to present, for the following six offenses: (1) N.J.S.A. 2C:18-3(b) Defiant trespass; (2) N.J.S.A. 2C:33-2. Disorderly conduct; (3) N.J.S.A. 2C:33-2.1 Loitering for purpose of illegally using, possessing or selling controlled substance; (4) N.J.S.A. 2C:33-7 Obstructing highways and other public passages; (5) N.J.S.A. 2C:33-13 Smoking in public; and (6) N.J.S.A. 2C:35-10a(4) Possession of marijuana under 50 grams, including:
  - a. Name of arrestee
  - b. Arrestee's address
  - c. Age, sex, and race of arrestee
  - d. Address or location of arrest
  - e. Date and time of arrest
  - f. Arresting officers' names
  - g. Other offenses charged, if any
  - h. Information indicating whether the person was arrested, cited, or issued a summons

Please count one arrest for each separate instance when a person was arrested, cited, or issued a summons for each offense for which records are requested.

When providing responsive records to request 5 and 8, please include the entire citation (i.e., all fields of information maintained for each record, but there should be explicit redactions for private information including Social Security and driver's license numbers).

If the Wyckoff Police Department creates and stores responsive records to requests 7 and 8 in an electronic database, please download and provide the records to me in an electronic storage

medium such as a delimited text file, csv (comma separated values) file, or Excel file. We ask that you provide the remaining responsive records as PDF files by email, which ordinarily are free of charge pursuant to OPRA. *N.J.S.A. 47:1A-5(b)*.

If you feel that unusual circumstances warrant a special charge for providing the particular items in this request, please advise me beforehand so that we can discuss arrangements.

If you determine that any portion of the requested materials are exempt from release, we request that you redact the portion that you believe exempt and provide us with copies of the remaining, non-exempt portions.

Also, if any or part of this request is denied, please send us a letter specifically describing the material and listing the exemption(s) on which you rely.

Thank you for your attention to this matter and for your assistance. If you have any questions, please feel free to contact me at 973-854-1713 or [ibromberg@aclu-nj.org](mailto:ibromberg@aclu-nj.org).

Sincerely,

A handwritten signature in blue ink that reads "Iris Bromberg / EB". The signature is written in a cursive style.

Iris Bromberg  
Transparency Law Fellow, ACLU-NJ