

To Whom It May Concern:

This is a public records request being submitted under **[INSERT APPLICABLE STATE LAW]**.

I hereby request the following records:

1. A copy of all Requests for Proposal (or equivalent solicitations) and vendor bids and supplemental materials associated with this agency's procurement of devices and services related to the establishment and execution of a Drone-as-First-Responder (DFR) program
2. A copy of this agency's contract (as well as all amendments, attachments, and exhibits) for devices and services used in its DFR program
3. Copies of all policies, directives, guidelines, and procedures governing this agency's use of drones and the execution of operations under its DFR program, including documentation describing the device models and technical specifications of the devices used and any policies regarding the "curtilage" of a person's property
4. A copy of all data sharing agreements and lists of other entities with which this agency shares or receives information. This includes the list of all agencies that receive notifications based on this agency's list of license plates and vehicles of interest (often referred to as a "hot list") and the list of all agencies that have access to all vehicle scans conducted by this agency's devices
5. A copy of all manuals and operational references for this agency's use of drones and the implementation and use of the DFR program. This includes all policies, procedures, and manuals related to the following elements of the execution of the drone and DFR program:
 - a. appropriate deployment and use of the drone or drones;
 - b. collection of camera footage, audio, and other data;
 - c. retention of footage, audio, and other data;
 - d. sharing of footage, audio, and other data, including via third-party networks and across jurisdictions;
 - e. appropriate positioning of drone cameras and other payloads during flights;
 - f. the appropriate protection of collected, stored, and shared audio, footage, and other data
 - g. the policies and mechanisms used for auditing drone and DFR use, including appropriate investigatory use and access
 - h. the policies and mechanisms of consequences of unauthorized and inappropriate access to the drone or DFR systems
6. All materials sufficient to show the complete list of features and integration capabilities associated with the drone or DFR programs, including all materials related to device or DFR program integration with automated license plate readers (ALPRs), gunshot detection, video analytics, AI-enabled analysis, and other datasets, surveillance tools, and analytical systems.

7. All communications between a representative of this agency and a representative of the private entity from which this agency has procured DFR program devices and services for the period from **[January 1, 2025 OR OTHER DATE]** through the date on which this request is processed

8. A copy of the drone flight log for the period from **[January 1, 2025 OR OTHER DATE]** through the date on which this request is processed, including the date and time of the flight, the investigatory purpose of the flight, the drone operator, and any other segregable information

This is a request being made in the public interest and not for commercial motives.

If your office anticipates that it will need to charge fees for the processing of this request, please inform me of the estimated costs to fulfill this request in advance of fully processing this request.

Please provide these materials to me electronically, if possible.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response in accordance with the dictates of the public records law.

Sincerely,

[YOUR NAME]