

Gunshot Detection Template

To Whom It May Concern:

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

I hereby request the following records related to this agency's use of any gunshot detection platform, including but not limited to Soundthinking's ShotSpotter system:

AGREEMENTS and CONTRACTS

All agreements (in addition to any associated exhibits and amendments) related to this agency's use of gunshot detection, including but not limited to all:

- contracts and agreements related to the trial of, purchase, use, sharing of equipment, sharing of data, and any other action related to the use of this technology. Please include all associated supplemental materials, including any and all attachments, amendments, and exhibits. Please provide any other materials regarding the terms of service, including the term and expiration date of the current contract or trial, as well as any optional contract extensions.
- memorandums of understanding
- intergovernmental services agreements
- nondisclosure agreements, or
- any other agreements, including those with other agencies, private entities, or any other party regarding the installation, use, or access to data and technology collected by and provided by ShotSpotter
- materials related to the placement of relevant equipment and coverage areas

POLICIES, PROCEDURES

Any policies regarding this agency's use of ShotSpotter. Responsive materials include all policies and procedures related to:

- the acquisition of the technology, including guidance regarding procurement through the bidding process, third parties, or any other method
- the use of the technology, including data collection, retention, and disposal
- training on and coordination of the technology
- any application, affidavit, or similar records created in the course of use of this technology
- the sharing of the equipment itself
- the sharing of any information gathered by the technology, either with other police departments, the district attorney, or any other entity, inside or outside of the local criminal justice system
- audits and evaluations of the ShotSpotter system and services

PROCUREMENT

All materials regarding this agency's acquisition of ShotSpotter. Responsive materials include all:

- bidding and procurement materials, including the initial Request for Bids, Request for Proposals, or equivalent bidding records, as well as Sole Source justifications and materials supplemental or integral to the procurement process
- invoices and receipts related to payments for the equipment
- records related to any complimentary use of the equipment

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]