



James R. Laughlin
CHIEF OF POLICE

CITY OF ABSECON POLICE DEPARTMENT

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NOTICE OF SPECIAL SERVICE CHARGE

Date: 12/10/2024

Dear Requestor,

The City of Absecon is in receipt of your OPRA request dated 11/21/2024 attached hereto.

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A 47:1A-5.c. Special services charged must be based upon the actual direct cost of providing the copy or copies. OPRA mandates that the requester shall have the opportunity to review and object to the charge prior to it being incurred. See N.J.S.A. 47:1A-5.c. As such, a detailed estimate is provided below:

The employee with the training to review and redact the requested records is Records Clerk and their direct hourly rate of pay minus fringe benefits is \$23.00. The total estimated special service charge is 3hrs x \$23.00 = \$69.00. This special service charge is in addition to any other fees allowed by law as pertinent. See N.J.S.A. 47:1A-5.b.

****NOTE**** This special service charge is **ONLY** for the records requested from your OPRA request.

We will not begin to process this portion of your OPRA request until we receive your response. Upon written acceptance and **50%** of the required fee we will begin to process the request. Payments must be submitted to the Municipal Clerk's Office. If you decline this special service charge, please indicate so in your response and we will not process your request for BWC footage and/or police audio transmissions.

Kindly respond in writing with your acceptance or rejection of this estimated charge. Please advised within **10** days or we will deem this OPRA request for BWC footage and/or police audio transmissions to be closed.

AGENCY USE ONLY

DECLINED – Do not process the OPRA request for BWC footage and/or police audio transmissions.

ACCEPTED – Process OPRA for BWC footage and/or police audio transmissions with service charge.

Payment Processed – Cash Check # _____ Money Order