



TOWNSHIP OF SPARTA

POLICE DEPARTMENT

65 MAIN STREET
SPARTA, NEW JERSEY 07871
973-729-6121

June 5, 2026

Re: OPRA Requests for Body Camera Footage Redactions
Dear Requester,

The Township of Sparta is in receipt of your OPRA request, dated June 1, 2026. Please be advised that we have reviewed your request, and the Sparta Police Department is requesting a special service charge for the preparation of the footage.

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 service charges must be based upon the actual direct cost of providing the copy or copies. OPRA mandates that the requestor 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:

There are 22 videos with approximately 3 hours of footage that will need to be reviewed by our Digital Records Discovery Administrator. For every one (1) hour of camera footage it is assumed that three (3) hours were required to review for redaction. The Digital Records Discovery Administrator's direct hourly rate of pay minus fringe benefits is \$27.00 per hour. The number of hours estimated to complete this request is 9 hours. The total estimated special service charge is \$216 = \$27 x 8 hours (less 1 free hour). 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 redacted footage from your OPRA request.

We will not begin to process any part of this OPRA request until we receive your response. Upon written acceptance and 50% of the required fee we will begin to process the full request. Payments must be submitted to the Municipal Clerk's Office. If you decline this special service charge, please indicate so in your response.

Kindly respond in writing with your acceptance or rejection of this estimated charge. Please advise within 10 days or we will deem this OPRA Request to be closed.

Jeffrey McCarrick
Chief of Police