

TOWNSHIP OF DENVILLE

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Municipal Clerk
973-625-8300 Ext. 232
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TO: Tom McGorry VIA Email

FROM: Kathryn Bowditch-Leon, Municipal Clerk

DATE: July 26, 2018

**RE: OPRA REQUEST TOWNSHIP OF DENVILLE
DATED JUNE 19, 2018; RECEIVED JUNE 20, 2018**

Dear Mr. McGorry:

You had submitted an Open Public Records Act ("OPRA") request via email dated June 19, 2018, which was received by the Records Custodian on June 20, 2018. Pursuant to the Open Public Records Act, the Township has seven (7) business days, beginning the day after receipt of your request, to provide a response to your request, that day being June 29, 2018. On Wednesday, June 20, 2018, the Municipal Clerk sent an email confirming receipt as well as requesting an additional time through close of business on July 13, 2018, in order to respond to your request. On July 12, 2018 a second request for additional time through close of business on July 27, 2018 was sent by the Municipal Clerk.

Your OPRA request states the following:

This is a request for public records made under OPRA and the common law right of access.

Records requested:

Police Department Policy and Procedure Manual

Please find enclosed the Township Police Department's Policy and Procedure Manual. However, note that the following chapters are withheld pursuant to OPRA:

- Volume 3
 - Chapter 11 (Confidential Sources) – N.J.S.A. 47:1A-1.1 (security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software);
 - Chapter 15 (Special Operations) – N.J.S.A. 47:1A-1.1 (security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software);
- Volume 4
 - Chapter 4 (Citizen Response Team) - N.J.S.A. 47:1A-1.1 (security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software);
 - Chapter 15 (Bomb Threats) – N.J.S.A. 47:1A-1.1 (security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property,

- electronic data or software) (emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein);
 - Chapter 17 (School Lockdowns) - N.J.S.A. 47:1A-1.1 (security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software) (emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein);
- Volume 5
 - Chapter 4 (Communications) - N.J.S.A. 47:1A-1.1 (administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security) (emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein);
 - Chapter 5 (Records Access and Security) - N.J.S.A. 47:1A-1.1 (administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security) (emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein);
 - Chapter 6 (Evidence and Property) - N.J.S.A. 47:1A-1.1 (administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security) (emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein);
 - Chapter 13 (Headquarters and Court Security) - N.J.S.A. 47:1A-1.1 (administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security) (emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein).

The records requested will be sent via four separate emails to your attention.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the denial of access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.