



**BOROUGH OF PARAMUS
POLICE DEPARTMENT**
1 Carlough Drive
Paramus, New Jersey 07652-2724
201-262-3400 Fax 201-649-0406
www.paramuspolice.org



**KENNETH R. EHRENBURG
CHIEF OF POLICE**

**ROBERT GUIDETTI
DEPUTY CHIEF OF POLICE**
June 29, 2018

Dear Tom McGorry,

The Paramus Police Department received your Open Public Records Act (OPRA) request on June 19, 2018. The official Records Custodian received your OPRA request on June 20, 2018. As such, the seven (7) business day deadline to respond to your request is June 29, 2018. This response to your request is being provided to you on the 7th business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

Paramus Police Department Policy and Procedure Manual

Your request requires additional time beyond the seven (7) business days to fulfill because [insert reasons why, such as request size, records are in storage, records require extensive medium conversion, etc.] OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied."

Your request requires an extension of time until July 13, 2018.

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 decision by the Paramus Police Department to deny 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Regina Brenner".

Regina Brenner
Paramus Police Department
(201) 262-3400 ext 1191