

CA26:0874

Due Date: 4/22/2026

Twydaisha Hilbert

From: Kathy Brandtner <opra+request-89644-29f876f9@requests.opramachine.com>
Sent: Saturday, April 11, 2026 9:00 AM
To: Opra Request
Subject: OPRA request - Records Request

RCVD CITY OF PATERSON
2026 APR 13 AM 8:46

OFFICE OF
THE CITY CLERK

EXTERNAL EMAIL: Be cautious with links/attachments

Dear Paterson City,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-5(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

1. Police Department Policies: Any and all current standard operating procedures (SOPs), general orders, or written directives governing the performance evaluation process for sworn law enforcement officers.

2. Blank Forms: Copies of the blank templates or forms currently used by the department to conduct and document performance evaluations for officers.

3. Evaluation Criteria: Any written documents, manuals, or guides detailing the specific criteria, metrics, or grading scales used to assess officer performance (e.g., productivity benchmarks, conduct standards, or competency requirements).

4. Training Curricula/Materials: Any and all lesson plans, PowerPoint presentations, handouts, or instructional manuals used to train department supervisors (Sergeants, Lieutenants, and Captains) on the process of conducting Performance Evaluations for subordinate officers from January 2021 through March 2026.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Kathy Brandtner

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-89644-29f876f9@requests.opramachine.com

Is oprarequest@patersonnj.gov the wrong address for OPRA requests to Paterson City? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=paterson_city

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/records_request_2037