



Police Department
Township of West Milford
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SHANNON SOMMERVILLE
ACTING CHIEF OF POLICE

December 19, 2023

Tracey A Travers

Via email: opra+request-56063-279894bc@requests.opramachine.com

OPRA: **2023-870**

Notice of Special Service Charge

The Township of West Milford is in receipt of your OPRA request dated **December 14, 2023**.

Please be advised that due to the number of officers on scene for this incident and/or the number of hours of Body Worn Camera (BWC) footage to be reviewed and redacted, the production of the BWC records in this request will require an estimated 5 hours to complete.

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:

The employee with the training to review and redact the requested BWC footage is Lucy Sanchez and their direct hourly rate of pay minus fringe benefits is \$26.15. The number of hours estimated to complete this BWC request is 5 hours. The total estimated special service charge is **\$130.75= \$26.15 x 5 hours**. 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 BWC footage for the incident as set forth within 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 and we will begin to process the request without

BWC footage, if applicable.

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.

Sincerely,

A/Lt. Matthew Kloo
Records Custodian

***AGENCY
USE ONLY***

D Declined - Process OPRA Request WITHOUT footage

D Accepted - Process OPRA Request WITH footage

D Payment Processed - ☐Cash ☐Check# _____ ☐Money Order