

**Muckrock Template #8 from the Aaron Swartz Day Police Surveillance Project :-)**

**1. Click on the "File Request" button in the top menu bar on the Muckrock website.**

**2. In the orangish-red box, where it says "Add a title" cut and paste this in:**

**CALIFORNIA PUBLIC RECORDS REQUEST – GUNSHOT DETECTION MICROPHONES**

**3. Next, in the blue search box type in the city and agency, such as:**

**"San Diego Police Department"**

**"San Diego Sherriff's Department"**

**for as many different agencies as you wish to send the request to :-)**

**(The cost is \$5 each, or \$3 each if you buy 20 at once)**

**4. Then, below the gray area that says "To Whom It May Concern" - copy and past this text below:**

Per the California Public Records Act (Govt. Code 6250-6270), I am writing to request the following information from your office for the period January 1, 2017 to the date of this letter.

- ! Number, if any, of Gunshot Detection Microphones owned or in use by this department or agency.
- ! Any documents or correspondence during the period encompassing this request regarding possible or planned acquisition of Gunshot Detection Microphones.
- ! Any existing or proposed usage policies regarding the use of Gunshot Detection Microphones including protocols, training documents, contractual agreements and data storage arrangements
- ! Any current or past litigation involving or referencing this department or agency involving the use of Gunshot Detection Microphones.

Please notify me when this information is available.

Thank you for your attention to this request and for your prompt reply within 10 days.