



CHIEF ROBERT STOCKS

LONGMEADOW POLICE DEPARTMENT

34 Williams Street – Longmeadow, Massachusetts

(413) 567-3311

www.LongmeadowMA.gov

January 26, 2024

Northeastern University School of Law
Center for Public Interest, Advocacy, and Collaboration
Katherine Stathulis, Esq.

RE: Public Records Request dated January 16, 2024

Response of Records Access Officer – Invoice for Items #1 & 2

Dear Katherine,

On January 16, 2024, we received your request pursuant to the Massachusetts Public Records Law for the following records:

- 1. An extract of your records management system or database that includes each school-related arrest and each referral to law enforcement conducted during the 2018-2019, 2019-2020, 2020-2021, and 2021-2022 school year (up until the day the records are produced). Specifically, we request an extract of the database to include the following columns:
 - a. Date of arrest or referral to law enforcement
 - b. Time of arrest or referral to law enforcement
 - c. Charge (or charges)
 - d. Whether the individual(s) was arrested or referred to law enforcement
 - e. Sex of individual(s) arrested or referred to law enforcement
 - f. Age of individual(s) arrested or referred to law enforcement
 - g. Race of individual(s) arrested or referred to law enforcement
 - h. Ethnicity of individual(s) arrested or referred to law enforcement
 - i. Disability status of the individual(s) arrested or referred to law enforcement
 - j. Whether the individual arrested or referred to law enforcement is a student at the school
 - k. Name of arresting officer, if applicable, and
 - l. Badge number of the arresting officer or the officer that referred the youth to law enforcement, as applicable.
- 2. If such an extract of the database in question 1 is not possible, please provide school incident reports on each school-related arrest and referral to law enforcement conducted

during the 2018-2019, 2019-2020, 2020-2021, and 2021-2022 school year (up until the day the records are produced).

In order to comply with your request, the total reasonable fee of \$587.76 will be charged. This fee must be paid in full prior to the requested records being provided. The total fee has been calculated as follows:

The Department is required to devote more than 2 hours of time to search for, compile, segregate, redact and/or reproduce the requested records; and the segregation or redaction of records is required by law or the Supervisor of Public Records has approved the fee. The lowest paid employee who has the necessary skill to complete the search and segregation is Julie Hill-Tucker whose hourly rate is \$24.49. The search and segregation costs have been calculated using the hourly rate of \$24.49. In order to comply with your request, it will take approximately 24 hours of search and segregation time, based upon the following: the Longmeadow Police Department is part of a regional dispatch center with shared call reasons over multiple agencies. In order to ensure an accurate extract, every call that came in to dispatch during that period will have to be manually searched/read. It took approximately 5 hours to search the arrests, so I anticipate a minimum of 24 hours to complete Items #1 & 2 of the records request. As a municipality with a population less than 20,000, we are allowed to charge for the first two hours of searching/segregating. In the event the request requires more than 24 hours, you will be notified of any additional charges incurred.

If you would like me to proceed with the search for Request Items #1 & 2, please forward a check to:

Town of Longmeadow
Attn: Carolyn Lee
34 Williams Street
Longmeadow, MA 01106

Once I have received payment, I will begin processing your request.

Respectfully Submitted,



Carolyn Lee

Admin. Asst./RAO