

REQUEST TO ACCESS A GOVERNMENT RECORD

This is a model form that may be used by a Requester to provide sufficient information for an agency to process a record request. Although the Requester is not required to use this form or to provide any personal information, the agency needs enough information to contact the Requester with questions about this request or to provide its response. This request may not be processed if the agency has insufficient information or is unable to contact the Requester.

DATE: 3/20/23

TO: Kauai County Police Dept
Agency that Maintains the Government Record
kpdrecords@kauai.gov
Agency's Contact Information

FROM: Sam Stecklow
Requester's Name or Alias
141785-29163927@requests.muckrock.com
Requester's Contact Information

AS THE REQUESTER, I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the requested government record will prevent delays in locating the record. Attach additional pages if needed.

See attached

I WOULD LIKE: (Please check one or more of the options below, as applicable)

- To inspect the government record
- A copy of the government record: (Please check only one of the options below.) See the next page for information about fees and costs that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.
- Pick up at agency (**date and time**): _____
- Mail (address): _____
- E-mail (address): _____
- Fax (toll free and only if available; provide fax number): _____
- Other, if available (please specify): **Upload at www.muckrock.com/respond/1444687**
- If the agency maintains the records in a form other than paper, please advise in which **format you would prefer to have the record.**
- Electronic Audio Other (please specify): _____
- Check this box **if you are attaching a request for waiver of fees in the public interest** (See waiver information on next page).

FEES FOR PROCESSING PUBLIC RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your request for public records, including fees for making photocopies and other lawful fees. **The first \$30 of fees charged for searching for a record, reviewing, and segregating will not be charged to you. Any amount over \$30 will be charged to you.** Fees are as follows:

Search for a Record	\$2.50 for 15 minutes
Review and Segregation of a Record	\$5.00 for 15 minutes

Generally, no search, review, and segregation fees may be charged if you are making a request for personal records that are about you.

WAIVER OF FEES IN THE PUBLIC INTEREST

As an alternative to the \$30 fee waiver (not in addition to), the agency may waive the first \$60 of fees for searching for, reviewing and segregating records when the waiver would serve the public interest. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are

- (1) The requested record pertains to the operations or activities of an agency;
- (2) The record is not readily available in the public domain; and
- (3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

COSTS

The Agency may charge you any other lawful fees and the costs to copy and deliver your personal or public record request.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in *extenuating circumstances*, the agency must respond within 20 business days from the date of your request. If you have questions about the response time or the records being sought, you should first contact the agency and request to consult with the agency's UIPA contact person.

Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies and a requester must seek records directly from the agency. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at 808-586-1400, qip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

REQUESTER'S RESPONSIBILITIES

You have certain responsibilities under section 2-71-16, Hawaii Administrative Rules, which include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees and costs, if assessed. The rules and additional training materials are available online at qip.hawaii.gov or from OIP.

To Whom It May Concern:

This is a public records request made via MuckRock under the Hawaii Uniform Information Practices Act, seeking records related to law enforcement officer employment rosters in this state.

This request is brought by Big Local News along with a collaboration of news organizations, including ABC News, KQED, MuckRock, the Invisible Institute and other news organizations. Big Local News is a program of Stanford University's Journalism and Democracy Initiative and helps journalists collect, process and analyze public data.

We are seeking any datasets, databases, and/or spreadsheets sufficient to show the following information regarding every current or former sworn employee of the Kauai County Police Department, year-by-year, dating back however far as the data exist for:

- First name
- Middle name or initial
- Last name
- Unique employee identification number
- Star or badge number
- Race
- Gender
- Year of birth
- Rank
- Troop assignment
- Unit assignment
- Division assignment (Patrol, Investigations, Support, etc.)
- Hire date
- Separation date, if applicable
- Reason for separation, if applicable

If your certification/roster system contains data elements not listed above, please include them in the response, provided they are releasable under the law. On the other hand, we recognize some of the information we are asking for may not be tracked by your system. If that is the case, we are willing to accept as many of the data elements as your agency maintains. If some records are more readily available, we are happy to receive partial information as soon as possible while the remaining request is processed.

In addition to the data elements listed, we request documentation necessary to understand and interpret the data, including but not limited to record layouts, data dictionaries, code sheets, lookup tables, etc.

Our preference is to receive structured data provided in a machine-readable text file, such as delimited or fixed-width formats. We can also handle a variety of other data formats including SQL databases, Excel workbooks and MS Access. If there are additional formats your agency would prefer to provide, please let us know.

We are seeking this information as a news media organization on a matter of public interest concerning the conduct of government. As such, we ask for a waiver of all fees, if allowed under state law. If fees are necessary to reimburse the agency for actual costs, we agree to pay up to \$100. If costs exceed that amount, please let us know before fulfilling the request.

Please send clarifications and questions via electronic communication at any time. Thank you very much for your time and attention to this request.

Sam Stecklow
Journalist
Invisible Institute