

Oklahoma FOIA Starter Pack

Three records requests that broke OKC open.

Adapt them for your town. Then send us what you find.

How to use this pack

These three records requests are the foundation of everything documented at DeFlockOKC.com. They are written in plain English, cite the Oklahoma Open Records Act, and were sent to both the Oklahoma City Police Department and the City of Oklahoma City. They produced the OKCPD internal memo confirming there are no access controls, no audit procedures, no use policies, and no transparency reporting for the Flock system.

You can use them in your town. The legal authority (Oklahoma Open Records Act, 51 O.S. §24A) applies statewide. Replace the bracketed sections with your city, your police department, and your contact information.

Three rules to follow

- Send each request to BOTH your local police department AND your city's records request office (sometimes called "City Clerk" or "Municipal Counselor"). Departments deflect to the city. The city often produces what the department won't.
- Be specific. Reference document types, date ranges, and department names. Vague requests get vague answers.
- Use a tracked-delivery method - email with read receipt, or JustFOIA if your city offers it. You want a record of when you sent it.

Request #1: Policies, training, audit & oversight

This is the most important request. It produced OKCPD's written admission that no governance framework exists for Flock. Send to your police department AND your city records office. *Modify if your local agency uses different terminology.*

Subject line

Open Records Request - ALPR / Flock Safety policies, SOPs, training, and audit procedures

Body

To Whom It May Concern,

Under the Oklahoma Open Records Act, 51 O.S. §24A.1 et seq., I respectfully request electronic copies (PDF) of current and historical (January 1, 2021 to present) policies, SOPs, directives, training materials, and guidance governing the use of Flock Safety ALPR / Automated License Plate Reader data by the [Your City] and/or [Your Police Department], including:

- Access controls and authorization (roles, approvals, case-number requirements);
- Prohibited uses (browsing/curiosity searches) and enforcement/discipline standards;
- Audit logging requirements and audit procedures (who audits, frequency, and escalation);
- Any transparency reporting or internal usage reporting.

Please provide records electronically. If any portion is withheld, please provide the statutory basis and produce the remainder.

Thank you for your time.

Respectfully,

[Your Name]

[Your Address]

[Your Phone / Email]

Request #2: Data retention, deletion, and cross-agency sharing

This request gets at how long Flock keeps your residents' data and who else has access. Send to your police department AND your city records office.

Subject line

Open Records Request - ALPR / Flock Safety data retention, deletion verification, and cross-agency sharing

Body

To Whom It May Concern,

Under the Oklahoma Open Records Act, 51 O.S. §24A.1 et seq., I respectfully request electronic records showing the currently configured data retention period(s) for Flock ALPR plate reads, images, and metadata used by the [Your City] and/or [Your Police Department], along with any policies or procedures verifying deletion.

I also request records describing whether cross-agency sharing is enabled or available, including:

- The list of agencies and/or entities with access to query or receive shared data (including any network-sharing or portal access, such as Flock's "National Lookup");
- Any MOUs or agreements governing such sharing;
- Any administrative configuration or settings documentation describing whether sharing is opt-in or enabled by default.

If screenshots or exported configuration reports are the only practical way to show the settings, screenshots are acceptable.

Thank you for your time.

Respectfully,

[Your Name]

[Your Address]

[Your Phone / Email]

Request #3: Contracts, invoices, and council authorization

This request gets you the contract itself. Send to your city records office (not the police department - the city is usually the contracting party).

Subject line

Open Records Request - Flock Safety contracts, invoices, and council authorization

Body

To Whom It May Concern,

Under the Oklahoma Open Records Act, 51 O.S. §24A.1 et seq., I respectfully request electronic copies (PDF) of all records related to [Your City]'s acquisition, deployment, subscription, renewal, support, or use of Flock Safety / Flock ALPR / automated license plate reader services, including any reseller or intermediary, from January 1, 2021 to present. Specifically, I request:

- All contracts and agreements (including SOWs, exhibits, amendments, renewals, and termination provisions) with Flock Safety, Inc. or any reseller or intermediary providing Flock ALPR services or equipment;
- All purchase orders, invoices, payment records, and pricing schedules related to those contracts;
- All City Council agenda items, staff reports, or approval documents authorizing the initial purchase, expansion, renewal, or funding of Flock or ALPR services.

Please provide records electronically (PDF). If any responsive records exist in native electronic format (e.g., spreadsheets), please provide them in native format. If any portion is withheld, please provide the statutory basis and produce the remainder.

Thank you for your time.

Respectfully,

[Your Name]

[Your Address]

[Your Phone / Email]

After you get a response

Whatever you get back - even a deflection - is useful. Here is what to do with it:

- Read it carefully. Look for phrases like "no responsive records exist," "no audit procedures," "no published policy," or pointers to manuals that do not actually address Flock. These admissions are valuable.
- Save everything. PDFs, emails, even non-responses. They are part of the public record now.
- Cross-check with your city's published Operations Manual or General Orders. If the agency says "see manual X" but manual X does not cover Flock specifically, document that gap.
- Send what you have back to us at OKCFlockWatch@gmail.com. We will help connect Oklahomans across the state and (if you want) help you build a microsite for your town.

If the agency tries to charge you

Oklahoma law allows agencies to charge reasonable copying fees, but they cannot charge for the search itself unless they can show the request is for a commercial purpose. If a fee quote seems excessive, ask for an itemized breakdown and consider requesting electronic delivery (which should be free or minimal). If they refuse to produce records or quote an obviously punitive fee, document everything - it is part of the story.

More guides + the OKC case file: DeFlockOKC.com/deflock-your-city.html