# Appendix I: Cover Email for List of Other Data Items

Dear [name]:

Thank you again for helping in our case study research. I also appreciate that you have agreed to facilitate the gathering of the other data items. The list of items is:

* Number of ALPR units
	+ Number dedicated to traffic enforcement
	+ ALPRs for traffic safety; number of fixed units, number of mobile units
	+ Number of non-operational ALPR units
* Statistics on effectiveness in detecting drivers who:
	+ Are unlicensed
	+ have suspended licenses
	+ have revoked licenses
	+ have restricted licenses
	+ Have inappropriate endorsements
* Initial purchase costs (number of units/ per unit cost)
* Deployment costs
* Maintenance costs
* Training cost (initial and ongoing)
* Numbers of citizen/ community complaints (what percent for traffic safety uses)
* Nature of the complaints
* Written policies or procedures for data capture (specific to traffic safety)
* Written policies or procedures for data analysis and/or use of hot lists or linking with other databases
* Written policies or procedures for data storage and retention

We should have quick telephone discussion at your convenience to ensure that you have a clear understanding of the information we are seeking. You can email me some convenient days/times at [email address], and I will follow-up. Afterward, you can submit the necessary information to me via email.

Cordially,

[name]

[title]

Texas A&M Transportation Institute