

\_\_\_\_\_

Date

\_\_\_\_\_

Your Name

\_\_\_\_\_

Recipient's Name

\_\_\_\_\_

Your Address

\_\_\_\_\_

Recipient's Address

**Re: Join the Accountable Now campaign**

Dear \_\_\_\_\_,  
City Leader or Chief

As a member of the \_\_\_\_\_ community, I share your commitment to creating  
city, locality  
a place where all people can live safely and freely. Transparency about how law enforcement  
in \_\_\_\_\_ engages with our neighbors and community members is a central  
city, locality  
piece of that puzzle. Because of your leadership position and our shared commitments, I urge  
you to participate in the Accountable Now campaign by submitting data about use of force in  
\_\_\_\_\_ directly to their public database.  
city, locality

Accountable Now is an initiative of The Leadership Conference Education Fund, which was  
founded in 1969 as the education and research arm of The Leadership Conference on Civil and  
Human Rights, a coalition of more than 220 national organizations working to build an America  
as good as its ideals. The Leadership Conference has coordinated national advocacy efforts on  
behalf of every major civil rights law since 1957.

**Accountable Now's mission is to collect information about police use of force from 1,000 cities  
in 2021.** \_\_\_\_\_ should be one of the cities represented.  
city, locality

Too many people have lost their lives in contact with law enforcement agencies. We cannot  
make policing effective and fair if we cannot fully measure when, where, how, and with who  
force is used. That's why I am asking you to give law enforcement, policymakers, community  
advocates, and changemakers a transparent and realistic picture of how \_\_\_\_\_  
city, locality  
is doing. All you have to do is visit the Accountable Now website [www.accountablenow.com](http://www.accountablenow.com) and  
upload incident data.

**Incident data is most useful when it contains detailed, disaggregated data, including:**

1. A unique incident number or other unique identifiers for the use of force incident;
2. Date, time, and location of the incident, including street address or latitude/longitude;
3. Location type of the incident (e.g., business, residence, school, etc.)
4. Unique identifiers for all officers who used force and those who were witnesses to the use of force. For each officer,
  - a) List all types of force used;
  - b) Indicate whether the use of force was fatal;
  - c) Provide their division, unit, patrol/assignment, rank, years of experience, age, race, ethnicity, gender, height, and weight;
  - d) Officer injuries, if any; and
  - e) Whether the officer had a body-worn camera, and if so, whether it was activated.
5. Number of officers at the scene;
6. Whether the person(s) on whom force was used sustained injuries (gunshot wound, apparent broken bones, unconsciousness, fainting, bruising, etc.);
7. Reason for the initial contact (e.g., call for service, routine patrol, traffic stop, etc.)
8. Age, race, ethnicity, gender, height, and weight of each individual on whom force was used;
9. Whether the person(s) on whom force was used was armed; if the subject was not armed, please explicitly note that the subject was not armed.
10. Whether the individual(s) was impaired, for example, mental health episode, or suicidal;
11. Arrest charges against each individual on whom force was used, if any;
12. Whether there is video footage of the incident (yes, no, recording malfunctioned, camera not activated, etc.); and
13. The outcome of administrative investigations resulting from the use of force (e.g., sustained or founded; not sustained or unresolved; exonerated; or unfounded).

Please include this type of information in a **CSV file format**, or in a **.text or excel file format** from January 1, 2017 to the present by uploading it to the Accountable Now website.

As a leader, you and the \_\_\_\_\_ have the opportunity to  
police department or law enforcement agency  
create a transparent and accountable culture for this community that values public safety,

mutual respect, and human rights. \_\_\_\_\_ can be a model for other communities  
city, locality  
around the country.

You can learn more about the fight for policing accountability and transparency by visiting  
Accountable Now at [www.accountablenow.com](http://www.accountablenow.com). I urge you to support Accountable Now and  
upload critical use of force data today.

**Sincerely,**