

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
Recipient's Address

**RE: Public Records Request for Use of Force Data for**

Dear \_\_\_\_\_,  
Recipient's Name

As a member of the \_\_\_\_\_ community, I share your commitment to creating a place  
city, locality  
where all people can live safely and freely. Transparency about how law enforcement in  
\_\_\_\_\_ engages with our neighbors and community members is an important  
city, locality  
piece of that puzzle. Our leaders must fully understand how police use force in order to decide  
the necessary steps to make policing effective and fair.

Pursuant to \_\_\_\_\_,  
state law

I request disaggregated data for all use of force incidents for the \_\_\_\_\_  
law enforcement agency  
in CSV file format, or in .txt or excel file format, from January 1, 2017, through the date of this  
request, including a code list or definitions for any variables with coded responses.

**Please include the following incident information in this data:**

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 also include:**

1. A code list or definitions for any variables with coded responses;
2. All documents, including policies, general orders, standard operating procedures, special orders, and forms that govern or dictate officer use of force, including documents related to specialized units, including any tactical, SWAT, and canine units.

If any of the requested information is unavailable, please identify the specific information and the reason it is not available. Where the information requested is unclear, or the request could be modified to reduce the burden of producing responsive documents, please contact me at \_\_\_\_\_ to clarify the request or propose a modification.

contact

The requested documents will be made available to the general public. I am not making this request for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. Please provide disaggregated data in CSV file format, or in .txt or excel file format. I would prefer that you fill the request electronically, by email attachment if available, or CD-ROM or USB if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your \_\_\_\_\_ .

The \_\_\_\_\_ police department or law enforcement agency has an opportunity to create a transparent and accountable culture for this community that values public safety, mutual respect, and human rights. \_\_\_\_\_ city, locality can be a model of transparency for other communities around the country.

**Sincerely,**