Your First & Last Name

Address

City, State, Zip

Phone #

Email address

Department Sending Request to

Address

City, State, Zip

Phone #

Email address (if sending electronically)

DATE

Re: Public Records Request

Dear Sirs:

 I am writing to respectfully request the records for (NAME) on (DATE OF INCIDENT).

Please consider this correspondence as a formal request to inspect or obtain a copy of ANY and ALL public police and jail records.

1. All documents.

2. All photos related to incident.

3. All witness statements

4. All officer notes- handwritten, typed, and electronically stored. Including progress notes

5. All inter-office memoranda, including e-mails, notes, correspondences, and text messages

6. All intra-office memoranda, including emails, notes, correspondences, and text messages

7. All memorandum

8. All on and off-site computer systems and removable electronic media, plus all computer systems, services, and devices, (including all remote access and wireless devices), used for the department’s overall operation. electronically stored documents and recordings, this includes, but is not limited to, e-mail and other electronic communications; electronically stored documents, records, images, graphics, recordings, telephonic audio and video, spreadsheets, databases; calendars, system usage logs, contact manager information, telephone logs, internet usage files, deleted files, cache files, user information, and other data. Further, this notice applies to all archives, backup and disaster recovery tapes, discs, drives, cartridges, voicemail and other data. This also includes all 911 records and transcripts of 911 audio and visual tapes, as well as all C.A.D (Computer Aided Dispatch), reports and/or audio. Please stop all scheduled data destruction, electronic shredding, rotation of backup tapes, and the sale, gift or destruction of hardware with regard to the above referenced matter.

9. All Jacket #’s associated with the above case

10. All Warrant #’s associated with the above case

11. Any and all copies of the Warrant Book logs concerning the above case.

12. Any and all copies of the Complainant Book logs concerning the above case

13. Any and all copies of the Arrest Book logs concerning the above case

14. All mobile terminal laptop entries made by officers at the scene

15. All crime scene investigation logs and inventory sheets

16. All tickets

17. All forensic reports

18. All evidence recovery logs

19. All police reports, including incident reports

20. All field notes produced by officers at the scene

21. All radio log reports related to the incident

22. A list of all evidence collected, and evidence tag numbers associated with the evidence

23. All crime scene sketches

24. All dispatch records

25. All felony complaints

26. All felony warrants and corresponding affidavits

27. All felony information sheets

28. All felony warrant recalls

29. All investigative reports

30. All daily activity logs

31. All interview transcripts

32. All lab tests

33. All technician and scientific notes to back up work product

34. All DNA and Fingerprint recovery

35. All evidence technician reports

36. All incident reports

37. All Agreements for Special Consideration

38. All “miscellaneous” files and/or paperwork

39. Any and all other documents relating to the case

If there is any cost for the production of these records, please let me know and payment will be sent upon request. Kindly acknowledge receipt of this request at your earliest convenience.

Thank you for your time.

Respectfully Submitted,

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(SIGN NAME)