

[DATE]

[SPECIFIC PRA CONTACT, IF KNOWN (may be listed on Department's website)]

[LAW ENFORCEMENT AGENCY]

[ADDRESS]

Fax: [FAX NUMBER IF AVAILBLE]

Email: [EMAIL FOR PRA CONTACT, IF KNOWN]

*Via Fax and U.S. Mail[AND EMAIL]*

**RE: Request for Public Records Regarding [INCIDENT DESCRIPTION, e.g. "Jan. 1, 2019 shooting of John Smith" or "Feb. 2, 2018 arrest of John Smith" or "Complaint of sexual assault filed by Jane Doe on Mar. 4, 2017"]**

To Whom It May Concern:

I request the release of records under the California Public Records Act, Gov't Code §§ 6250 *et seq.*, California Penal Code §§832.7-832.8, and Art. I, § 3(b) of the California Constitution. I seek copies of all records<sup>1</sup> in your office's possession, regardless of who created them. Please provide all records from the date of the above-mentioned incident until the date that this request was received.

I seek a copy of all records relating to the report, investigation, findings and administrative discipline related to [INCIDENT DESCRIPTION]. Records include all investigative reports; photographic, audio, and video evidence; transcripts or recordings of interviews; autopsy reports; all materials compiled and presented for review to the district attorney or to any person or body charged with determining whether to file criminal charges against an officer in connection with an incident, or whether the officer's action was consistent with law and agency policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take; documents setting forth findings or recommended findings; and copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the Skelly or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Please respond to this request in ten days, either by providing the requested information or providing a written response setting forth the specific legal authority on which you rely in failing to disclose each requested record, or by specifying a date in the near future to respond to the request. See Cal. Gov't Code § 6255. Pursuant to section 6253, please disclose all reasonably

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<sup>1</sup> The term "records" as used in this request is defined as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Cal. Govt. Code § 6252, subsection (e). "Writing" is defined as "any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored." Cal. Govt. Code § 6252 (g).

segregable non-exempt information from any portions of records you claim are exempt from disclosure.

If any records requested above are available in electronic format, please provide them in an electronic format, as provided in Govt. Code § 6253.9. To assist with the prompt release of responsive material, we ask that you make records available to us as you locate them, rather than waiting until all responsive records have been collected and copied.

Please send any documents in electronic format to [EMAIL ADDRESS]. Otherwise, please mail your response to:

[NAME OF REQUESTOR]  
[ORGANIZATION, IF APPLICABLE]  
[ADDRESS]

Because I [AM THE PARENT/SIBLING OF THE INDIVIDUAL KILLED/AM THE INDIVIDUAL INJURED IN THE ABOVE INCIDENT/AM THE COMPLAINANT IN THE ABOVE INCIDENT/REPRESENT A NON-PROFIT, PUBLIC INTEREST ORGANIZATION THAT INTENDS TO FREELY DISTRIBUTE THIS INFORMATION] I request that you waive any fees. *North Cty. Parents Ass'n v. Dep't of Ed.*, 23 Cal. App. 4th 144, 148 (1994); Cal. Gov. Code §6253(e). However, should you be unable to do so, [I/ORGANIZATION] will reimburse your agency for the "direct costs" of copying these records plus postage. If you anticipate these costs to exceed [\$AMOUNT], please notify me prior to making the copies.

Thank you in advance for providing the records we have requested. Please do not hesitate to contact me with any questions regarding this letter.

Sincerely,

[NAME]