

[Your Full Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

Date: [Insert Date]

**To: [Public Records Officer / Custodian of
Records]**

**Agency: [Insert Law Enforcement Agency
Name]**

**Address/Email: [Insert Agency Records
Contact]**

**RE: Open Records Request – Use of Force,
Misconduct, and Disciplinary Records
Pursuant to [Insert Applicable Statute –
e.g., State Open Records Act or 5 U.S.C. §
552 (FOIA)]**

Dear Records Custodian,

Pursuant to [Insert State Open Records Law] and/or the Freedom of Information Act, 5 U.S.C. § 552, I respectfully request access to and copies of the following public records related to law enforcement activity within:

Geographical Area/Jurisdiction: [Insert City, County, Precinct, Substation, or Coverage Area]

Agency: [Insert Law Enforcement Agency Name]

Timeframe: January 1, 2025 through present

Records Requested

Please provide all records, reports, logs, databases, and related documentation

concerning:

1. Use-of-force incidents, including but not limited to:

- firearm discharges**
- taser deployments**
- baton or physical force**
- chemical agents (pepper spray, tear gas, etc.)**
- any incident categorized as “use of force” by policy**

2. Internal affairs investigations, professional standards reviews, or misconduct inquiries involving sworn officers or agency personnel.

3. Civilian complaints alleging excessive force, unlawful detention, abuse, misconduct, discrimination, or civil rights violations.

4. Disciplinary actions taken, including:

- suspensions**
- terminations**
- written reprimands**
- retraining orders**
- findings of sustained, not sustained, or exonerated complaints**

5. Policies, directives, or use-of-force guidelines in effect during the requested timeframe.

Format Requested

I request these records in electronic format (PDF, spreadsheet, or native digital form) where available.

Fee Waiver Request

Disclosure of these records is in the public interest and will contribute significantly to public understanding of law enforcement operations and accountability.

Accordingly, I request a waiver of any search, review, or duplication fees pursuant to applicable law.

If fees are anticipated, please provide an itemized cost estimate prior to processing.

Statutory Compliance

Please acknowledge receipt of this request and provide records within the time period required by law.

If any portion of this request is denied or redacted, please cite the specific statutory exemption relied upon and release all reasonably segregable portions as required by law.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

Legal Authority:

Freedom of Information Act, 5 U.S.C. § 552

[Insert State Public Records Statute citation]

See also:

**NLRB v. Robbins Tire & Rubber Co., 437
U.S. 214 (1978)**

**Dept. of Justice v. Reporters Comm. for
Freedom of Press, 489 U.S. 749 (1989)
(Establishing strong presumption of
disclosure for public accountability)**