

03/19/2018

Dear Chief Elgin,

I am a Data Outreach Associate at Measures for Justice (MFJ). MFJ is a nonpartisan, non-profit organization using data to bring transparency to the criminal justice system. MFJ collects existing criminal justice data to populate county level performance measures addressing three primary objectives: fair process, public safety, and fiscal responsibility. MFJ has measured several states and is currently conducting research in California, primarily funded by grants from Google.org and the Chan Zuckerberg Initiative.

In November 2017, MFJ submitted a records request for non-commercial purposes which requested *individual-level arrest and citation data related to all adult, criminal cases between 1/1/2009 – 12/31/2017*. A detailed list of the requested data elements was provided. Both arrest level and citation level data were completed. However, office level data was not provided. I have attached this same list to this message.

This letter serves as a formal records request for non-commercial purposes seeking office level data on an annual basis from the years 2009-2017. Please refer to the bottom column titled “office level” for this singular request. Also, please note, the attached list is our “best case scenario” list, we understand you may not track everything included. MFJ only requests the elements you track and can pull from your electronic case management system—we never ask agencies to hand-pull or hand-redact in fulfillment of our requests. MFJ requests this information in bulk, electronic format (e.g., Excel, CSV), along with any codebooks necessary to understand the records.

We have obtained similar data from hundreds of police departments across the nation and we are here to help if you have any questions. We can provide report or query examples from other agencies, work directly with your vendor, and modify our request based on your agency’s technological and/or personnel limitations. We ask agencies to refrain from sending records via email; MFJ will provide a secure link to transfer the files when they are ready.

We realize requests of this nature may incur a fee and would appreciate speaking with someone in your office about projected costs prior to the request being fulfilled. Please feel free to contact Measures for Justice with any questions or clarifications. Thank you.

Best regards,

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Data Elements

- Police Department -

Measures for Justice (MFJ) requests individual-level data related to all adult, criminal cases between J1/1/2009 – 12/31/2017. Specifically, MFJ is seeking:

Arrest Level

- Arrest number or ORI
- Arrestee information: name, DOB, race, sex
- Offense date
- Arrest date
- Location of arrest (e.g. address, block, or centroid XY coordinates)
- Arresting charge description
- Arresting charge severity
- Arraignment date
- Case referred to prosecutor (Y/N)
- Date referred to prosecutor

Citation Level (excludes non-criminal traffic infractions, and violations of local and county ordinances)

- Citation number or ORI
- Citation date
- Location where citation was given out (e.g. address, block, or centroid XY coordinates)
- Charge description
- Charge severity
- Fine amount (if applicable)
- Fine payment (Y/N)
- Fine payment date

MFJ also requests the following information on an annual basis for the years 2009-2017:

Office Level

- Number of full-time sworn law enforcement officers
- Annual agency budget