

B-4. Sample Letter to a Local Law Enforcement Agency to Request Crime Statistics

Jan. 21, 2011

(Name)
Research Analyst
Metropolitan Police Department
300 Indiana Ave. NW, Suite 5126
Washington, DC 20001

Dear (Name),

According to the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies.

I am requesting **2010** crime statistics for the following offenses:

Murder/Non-negligent Manslaughter
Negligent Manslaughter
Sex offenses-forcible (i.e., forcible rape, forcible sodomy, sexual assault with an object and forcible fondling)
Sex offenses-non-forcible (i.e., statutory rape and incest)
Robbery
Burglary
Aggravated Assault
Motor Vehicle Theft
Arson

Please specify if any of the above-listed offenses were categorized as hate crimes. In addition, please include statistics for any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were classified as hate crimes. I also need the category of bias for each hate crime according to the six categories we are required to report: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

Please include statistics for **arrests** only for the following UCR categories:

Liquor Law Violations
Drug Abuse Violations
Weapons: Carrying, Possessing, Etc.

I'm requesting the required crime statistics for the following areas which are considered to be "on campus":

1900–2200 blocks of Pennsylvania Ave.

2300 block of K St.

2000-2300 blocks of I St.

2000-2300 blocks of H St.

2000-2300 blocks of G St.

1900-2200 blocks of F St.

I also need crime statistics for the following specific addresses:

1129 New Hampshire Ave.

2400 Virginia Ave.

2601 Virginia Ave.

1776 G St.

2011 Eye St.

2020 K St.

2021 K St.

I would appreciate it if you would forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft.

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our University Police Department immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

Thank you for your attention to this matter.

Sincerely,

(Name)
Chief of University Police
(Phone Number)