



October 12, 2017

Via First Class and Electronic Mail

City of Richmond Heights
Attn: Pat Villmer, Deputy City Clerk
City Clerk at City Hall
1330 S. Big Bend Blvd
Richmond Heights, Missouri 63117
pvillmer@richmondheights.org

RE: Public Records Request Regarding the Richmond Heights Police Department

Dear Mr. Villmer:

The NAACP Legal Defense and Educational Fund, Inc. (LDF), in partnership with the undersigned organizations, requests access to certain public records under Missouri's Sunshine Law, Mo. Ann. Stat. § 610.010, *et seq.*, concerning the Richmond Heights Police Department (RHPD).

1. Any and all documents and communications, including e-mails, memos, announcements, and policies describing, referring to, or containing information relating to arrests, use-of-force policies and practices, and demonstrations and crowd control policing tactics, including the use of dispersal orders, from January 1, 2014 to the present.
2. Any and all documents, including memoranda of understanding, intergovernmental agreements or emails, granting RHPD jurisdiction to other cities to: respond to calls for service; patrol neighborhoods; make stops and arrests; and/or issue warnings and citations from January 1, 2014 to the present.
3. Any and all documents and communications, including e-mails, memos, announcements, and policies describing, referring to, or containing information relating to the number of arrests made by RHPD officers during mass demonstrations, which occurred from September 15, 2017 to the present, disaggregated by date of arrest, location of arrest, race, gender, and age of persons arrested, charge, and municipal or state penal code violated, including but not limited to Mo. Ann. Stat. §§ 565.024, 565.027, 565.054, 565.225, 565.227, 569.100, 569.120, and 569.140.
4. Any and all documents and communications, including e-mails, memos, announcements, and policies describing, referring to, or containing information relating to the number of complaints filed against RHPD officers from September 15, 2017 to the present disaggregated by date of complaint, date of incident, location of incident, name of the involved officer(s), type of complaint, i.e., use of force, disposition of complaint, and race, gender, and age of complainants.

If possible, please provide copies of the requested documents in an electronic format no later than three business days after receipt of this request. Mo. Ann. Stat. § 610.023.3. If the Department is able to provide photocopies only, then LDF requests a waiver or reduction of copying and other fees as it is a 501(c)(3) non-profit organization seeking to contribute to the public's understanding of RHPD's policies and practices. It will not use the requested documents for commercial purposes. Mo. Ann. Stat. § 610.026.1(1). If RHPD declines LDF's request for a waiver of fees, then please provide a detailed invoice in advance of responding to this request.

If access to the requested documents is denied, then please provide reasons for the denial in writing no later than the third business day after receipt of this request. Mo. Rev. Stat. § 610.023.4.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please do not hesitate to contact Carlton Mayers or Monique Dixon at 202-682-1300.

Sincerely yours,



Monique Dixon
Deputy Director of Policy & Senior Counsel

Carlton Mayers
Policy Counsel, Policing Reform Campaign
NAACP Legal Defense and Educational
Fund

Thomas Harvey
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ArchCity Defenders, Inc.

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