|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *This form must be completed to document a request for statistical data from the WASPC CJIS Department.* | | | | | | | | | |
| **Brief Title of Request:** | | **Request Date:** | | |  | UCR | | Jail | FTLEE  Other |
|  | |  | | |  |  | |  |  |
| **Person Submitting Service Request:** | | **Agency Name:** | | | | | **E-Mail Contact:** | | |
|  | |  | | | | |  | | |
| **Priority: *(Note – Depending on the data request, CJIS Staff will advise the earliest date the data can be made available.)*** | | | | | | | | | |
| **1 – As soon as possible** | The data are needed as soon as CJIS staff member can provide it. | | | | | | | | |
| **2 – As soon as feasible** | The data are needed at CJIS staff member’s earliest convenience. | | | | | | | | |
| **Date data needed by:** |  | | | | | | | | |
| **Please indicate the date file format:** | | | | **Date range of data requested (mm/dd/yyyy to mm/dd/yyyy):** | | | | | |
| Excel  CSV  PDF  Other | | |  | to | | | | | |
| If requesting an Excel spreadsheet, please choose which format: | | |  | Unfiltered Columns  Filtered Columns  Pivot Tables | | | | | |
| **Detailed description of data elements:** | | | | | | | | | |
| 1. Specific data requested; for example: Crime Statistics (Uniform Crime Reporting), Jail Statistics (Average Daily Population or Average Length of Stay), Full-Time Law Enforcement Employee Count: | | | | | | | | | |
| 1. Jurisdiction(s) to be included in data:   Statewide  County  Please specify which county or counties:  City  Please specify which city or cities: | | | | | | | | | |
| 1. Offense(s) to be included in data:   Incident data  Arrest data  Both Incident and Arrest data  Domestic Violence  Hate Bias Motivation  Specific offense(s): | | | | | | | | | |
| 1. Offender data to be included:   Gender       Race or Ethnicity       Age or Age Range | | | | | | | | | |
| 1. Victim data to be included:   Gender       Race or Ethnicity       Age or Age Range | | | | | | | | | |
| 1. Define other specific data elements to be included: | | | | | | | | | |
| **Comments:** | | | | | | | | | |
|  | | | | | | | | | |