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| *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:** |
|        |