**NOTE: This is a sample Virginia Freedom of Information Act request for information about the relationship between your local school division and local police department. For request with date ranges, consider asking for data from the previous 3-5 years, as shown below. Public institutions may charge reasonable fees for producing information.**

[DATE]

[Address of School Division]

**Re: Freedom of Information Act (FOIA) Request**

To whom it may concern:

Pursuant to the Virginia Freedom of Information Act (FOIA) (Virginia Code § 2.2-3700 *et seq*.), I write to request records regarding [SCHOOL DIVISION] relationship with [POLICE DEPARTMENT]. To that end, I am requesting the following documents and information:

1. Any and all contracts, written or otherwise, currently in place between [SCHOOL DIVISION] and [POLICE DEPARTMENT], including, but not limited to, the most current Memorandum of Understanding (MOU) required by Va. Code §22.1-280.2:3, as well as any contract related to the relationship between [SCHOOL DIVISION] and [POLICE DEPARTMENT] that exists outside of the MOU;
2. If there does not exist any other written contract between [POLICE DEPARTMENT] and [SCHOOL DIVISION] outside of the MOU, please provide any documentation or information regarding the current relationship between [POLICE DEPARTMENT] and [SCHOOL DIVISION]. This includes, but is not limited to, details regarding the terms and scope of the relationship between [POLICE DEPARTMENT] and [SCHOOL DIVISION], including regarding information sharing, training, policies, manuals, guidance, or protocols;
3. Any documentation [from January 1, 2015 to the present] detailing the costs undertaken by [SCHOOL DIVISION] to employ [POLICE DEPARTMENT] School Resource Officers (SROs), as defined by Va. Code §9.1-101, in [SCHOOL DIVISION] schools, and how those costs are shared or allocated between [SCHOOL DIVISION] and [POLICE DEPARTMENT]. In providing such documentation, please ensure answers to the following questions are included:
   1. How much does [SCHOOL DIVISION] spend total on an annual basis to employ SROs from [POLICE DEPARTMENT], including training costs? Please provide such costs itemized based on type of expenditure (i.e., training cost, personnel cost, etc.), for the time period [from January 1, 2015 to the present].
   2. How are the costs of employing SROs from [POLICE DEPARTMENT] shared by [SCHOOL DIVISION] and [POLICE DEPARTMENT]? If the costs of employing SROs are reimbursed by [SCHOOL DIVISION] to [POLICE DEPARTMENT], please include this information as well.
   3. Please provide this information on an annual basis from [January 1, 2015 to the present].
4. Any documentation or information regarding School Security Officers (SSOs) as defined by Va. Code §9.1-101 employed by [SCHOOL DIVISION], including the number of those employed [from January 1, 2015 to the present], as well as the annual cost of maintaining the employment of SSOs by [SCHOOL DIVISION], including training costs, from [January 1, 2015 to the present].

If you estimate the cost of production will exceed \_\_\_\_\_\_\_, please contact me in advance.

FOIA requires that a response to this request be made within fivebusiness days. If you deny any part or all of this request, please cite each specific exemption you believe justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. If you would like to discuss this request or have any questions regarding this matter, please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you in advance for prompt attention to this request.

Sincerely,

cc: [ Superintendent]