

AGENCY LETTERHEAD

Date

Executive Office of Public Safety and Security
Attn: Emily Haines, Shannon Program Coordinator

Dear Ms. Haines:

As the Authorized Official for the (INSERT POLICE DEPARTMENT NAME), I certify by my signature below, that we are in compliance with submitting crime reporting data and juvenile lockup data **through September 30, 2023**.

Part I – Crime Reporting

Check only one box below before **the appropriate option** that applies to crime reporting for this department.

- ☐ Submission of timely and satisfactory monthly National Incident-Based Reporting System (NIBRS) reports to the Massachusetts State Police Crime Reporting Unit.
- ☐ Submission of timely and satisfactory monthly NIBRS reports to the Massachusetts State Police Crime Reporting Unit AND proxy data to the Research and Policy Analysis Division within the Executive Office of Public Safety & Security, Office of Grants and Research.

Part II – Juvenile Lockup Reporting

Check only one box below before **the appropriate option** that applies to juvenile lockup data reporting for this department.

- ☐ Submission of timely and satisfactory monthly juvenile lockup data to the Department of Criminal Justice Information Services via CJIS/LEAPS.
- ☐ My agency does not maintain a juvenile lockup facility and as such we are not required to report this data.

I understand that if my department is not in compliance with the applicable reporting requirements outlined above, I'm required to provide a brief explanation (as an attachment to this letter) as to how my department plans to submit the data no later than November 1, 2022. I also understand that the issuance of an award and/or contract will be delayed if my department has not complied with this reporting requirement by the November 1, 2022 deadline.

As the Authorizing Official for the above sub-recipient, I have read and am fully cognizant of our duties and responsibilities in regards to reporting this data.

Sincerely,

Authorizing Official Signature
Authorizing Official (Print Name)
Title