CHICAGO JUSTICE PROJECT

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October 29, 2026

To: District of Columbia Department of Licensing and Consumer Protection

Re: Freedom of Information Act Request – Special Police Officer Commissions

Pursuant to the District of Columbia Freedom of Information Act, D.C. Official Code § 2-531 et seq. ("FOIA"), I, Tracy Siska, on behalf of myself and the Chicago Justice Project (the "Project"), respectfully request copies of the public records listed below from the District of Columbia Department of Licensing and Consumer Protection ("DLCP"), including records of the former Department of Consumer and Regulatory Affairs ("DCRA") now held by the DLCP.

FOIA A

Please provide copies of all Documents submitted by any individual or corporation seeking the commission of any individual as a special police officer under 6A DCMR § 1100.1 or D.C. Official Code § 5-129.02 (formerly § 4-114) for the years 2023 through 2025.

FOIA B

Please provide copies of all Documents, including but not limited to the commission issued to each special police officer, created or maintained by the DLCP in connection with the applications described in FOIA A of this request.

FOIA C

1. Records maintained by the DLCP that show, or are sufficient to show, the name(s) of any database(s) containing data in any way related to FOIA A or FOIA B of this request.
2. The data dictionary(ies) for any database(s) identified in response to request C1.
3. All training materials for any database(s) identified in response to request C1.
4. Records that show, or are sufficient to show, the official name(s) of any database(s) maintained by a third party, to which the DLCP has access, that contain data related to special police officers.
5. The data dictionary(ies) for any database(s) identified in response to request C4.
6. All training materials for any database(s) identified in response to request C4.
7. All non-privileged case-level data from the database(s) identified in response to request C1 for the years 2023 through 2025. Please omit only such data, if any, that the law requires be withheld.

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8. Documents sufficient to identify or account for any data withheld from the case-level data provided in response to request C7.

9. All non-privileged case-level data from the database(s) identified in response to request C4 for the years 2023 through 2025. Please omit only such data, if any, that the law requires be withheld.

10. Documents sufficient to identify or account for any data withheld from the case-level data provided in response to request C9.

FOIA D

Please provide copies of all complaints the DLCP received regarding the conduct of special police officers for the years 2023 through 2025, and all Records created in response to those complaints, including but not limited to investigative Records.

FOIA E

Please provide all Records related to the DLCP's revocation of the commission of any special police officer appointed under 6A DCMR § 1100.1 or D.C. Official Code § 5-129.02 (formerly § 4-114) during the years 2023 through 2025.

FOIA F

Please provide Records sufficient to show the number of individuals commissioned as special police officers under 6A DCMR § 1100.1 or D.C. Official Code § 5-129.02 (formerly § 4-114) within the District of Columbia for each of the years 2023 through 2025.

FOIA G

Please provide Records sufficient to show the number of individuals whose commissions as special police officers under 6A DCMR § 1100.1 or D.C. Official Code § 5-129.02 (formerly § 4-114) within the District of Columbia were renewed, suspended, or revoked, for each of the years 2023 through 2025, stated separately for each action.

FOIA H

Please provide all Records submitted to the DLCP related to the training that special police officers commissioned under 6A DCMR § 1100.1 or D.C. Official Code § 5-129.02 (formerly § 4-114) are required to complete.

FOIA I

Please provide copies of all Documents, including but not limited to the commission issued to each special police officer, created or maintained by the DLCP in connection with applications

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submitted under 6A DCMR § 1103.3 by any individual or corporation seeking authorization for a special police officer to carry a firearm, for the years 2023 through 2025.

FOIA J

Please provide all Records submitted to the DLCP related to the training that special police officers are required to complete under 6A DCMR § 1103.3 to obtain or maintain authorization to carry a firearm.

FOIA K

Records sufficient to show Your efforts to locate and produce the Records requested in FOIA A through FOIA J above, including:

1. Where You searched for responsive Records and Documents.
2. Who searched for responsive Records and Documents.
3. Who was asked to produce responsive Records and Documents.
4. The identity of any Records and Documents that were located but not produced for any reason.

INSTRUCTIONS

1. "Document" or "Documents" means any documents or electronically stored information of any kind—including writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations—stored in any medium from which information can be obtained either directly or, if necessary, after translation by the responding party into a reasonably usable form.
2. "You" or "Your" means the District of Columbia Department of Licensing and Consumer Protection, as successor to the former Department of Consumer and Regulatory Affairs with respect to special police officers, and all of its attorneys, employees, officers, directors, bureaus, offices, divisions, and subdivisions.
3. "DLCP" means the District of Columbia Department of Licensing and Consumer Protection and all of its attorneys, employees, officers, directors, bureaus, offices, divisions, and subdivisions. References to Records "created or maintained by," "received by," or "submitted to" the DLCP also include Records created or maintained by, received by, or submitted to the former Department of Consumer and Regulatory Affairs that are now in the DLCP's possession, custody, or control.

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4. "Record" or "Records" means any documents or electronically stored information of any kind—including writings, drawings, graphs, charts, photographs, video recordings, sound recordings, images, databases, and other data or data compilations—stored in any medium from which information can be obtained either directly or, if necessary, after translation by the responding party into a reasonably usable form.

5. If You withhold any Record or information responsive to these requests, please identify the Record or information in as much detail as possible and state specifically why each Record or piece of information is being withheld, including the statutory exemption relied upon.

6. If any Record is withheld on the basis of a claim of privilege, or of protection as material prepared in anticipation of litigation or trial, please make that claim expressly in writing and describe the nature of the Records not produced in a manner that will enable us to assess the applicability of the privilege or protection. For each claim, please provide:

    (a) the type of Record (e.g., letter or memorandum);
    (b) the general subject matter of the Record;
    (c) the date of the Record;
    (d) such other information as is sufficient to identify the Record for a subpoena duces tecum, including, where appropriate, the author, addressee, and any other recipient, and, where not apparent, the relationship of the author, addressee, and any other recipient to each other;
    (e) the nature of the privilege or protection claimed; and
    (f) if applicable, the litigation or trial in anticipation of which the Record was created.

7. If any responsive Record has been lost, discarded, or destroyed, please identify each such Record as completely as possible, including its date, general nature (e.g., letter, memorandum, email, photograph, computer printout), subject matter, each author or originator, each addressee or copy recipient, and its former custodian(s). In addition, for each such Record, please provide:

    (a) the date of disposal, loss, or destruction;
    (b) the manner of disposal, loss, or destruction;
    (c) the reason for disposal or destruction, or any explanation of the loss;
    (d) the persons who authorized the disposal or destruction;
    (e) the persons with knowledge of the disposal, destruction, or loss; and
    (f) the persons who destroyed, lost, or disposed of the Record.

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8. To protect the privacy of individual applicants, please anonymize all Records and data produced in response to these requests by:

   (a) removing the names of individual applicants; and

   (b) reducing any personal addresses to the hundred block.

9. Please produce data in an electronic, machine-readable format (e.g., .csv or .xlsx) and other Records in electronic form (e.g., searchable PDF), where available.

FEE WAIVER

Pursuant to D.C. Official Code § 2-532(b) and 1 DCMR § 408, I request that all search and copying fees associated with these requests be waived because furnishing this information is in the public interest and will primarily benefit the general public. The Chicago Justice Project is a non-profit organization focused on providing the public with transparency around justice system policies and police conduct. The Project does not seek these Records for commercial purposes and will make its analysis of them publicly available.

I look forward to your written response within fifteen (15) business days, as required by D.C. Official Code § 2-532(c). Please direct all questions and responses regarding this request to me by replying to this email at tsiska@chicagojustice.org.

Sincerely,

Tracy Siska
Chicago Justice Project