

January 7, 2022

VIA ONLINE PORTAL AND EMAIL

Shawn Williams
Records Access Officer
City of Boston
1 City Hall Square, Room 615
Boston, MA 02201
Shawn.williams@boston.gov

Re: Public Record Request from Lawyers for Civil Rights

Dear RAO Williams

This letter constitutes a request under the Public Records Law, G.L. c. 66, § 10, for public records in the custody of the Boston Police Department (“BPD”). As used in this request, “record” and “records” are defined as in the Public Records Law; “Non-civil service” is defined as civilian employees; “Zones” or “Districts” are defined as the districts of BPD; “Rank” is defined as the title or position within BPD. Unless otherwise stated, the time period for which records are requested is January 1, 2018, to present day.

I hereby request copies of the following documents:

1. All records referring to, indicating or reflecting the overall demographics by gender and race of all civil service employees of the BPD, disaggregated by zones and/or districts and by rank and/or grade.
2. All records referring to, indicating or reflecting the overall demographics by gender and race of all non-civil service employees of the BPD, disaggregated by department, division or unit and by job title.
3. All records drafted, used, or referenced to create employee training for diversity, cultural competency, and/or implicit bias, including, but not limited to, information regarding the various facilitators and/or companies that facilitate the trainings.
4. All records pertaining to BPD’s diversity, equity, and inclusion initiatives and/or goals, including, but not limited to, BPD trainings, recruitment, hiring, promoting and/or retention of BPD employees.
5. All records pertaining to language access, including, but not limited to, 1) the department’s Language Access Plan (LAP); 2) all vendors used for translation and interpretation services and 3) all policies and procedures pertaining to requests for and the provision of translation and interpretation into languages other than English.
6. All records indicating or reflecting a communication and/or request by BPD to the Commonwealth of Massachusetts’ Human Resources Division (HRD) to consider language skills in the hiring process for BPD employees.

7. All records indicating or reflecting a communication and/or response by HRD to BPD regarding a request to consider language skills in the hiring process for BPD employees.
8. The most recent BPD organizational chart.

As this request involves a matter of public concern, we ask that all fees associated with this request be waived pursuant to 950 C.M.R. 32.06(5). The purpose of this request is to gain information about the diversity of a public agency and its efforts to ensure diversity, equity, and inclusion across personnel and policy. The information will not be used for any commercial purpose. If the waiver is denied and you expect the fee to exceed \$10.00, please provide a detailed fee estimate.

The Public Records Law requires that you comply with this request within 10 days following receipt. If your response to any portion of the request is that any record or portion of it is not public, please set forth in writing the specific reasons for such denial, including which specific exemption you believe applies.

I can be reached at the contact information below with any questions or concerns regarding this request. Thank you for your time and attention to this request.

Sincerely,

Sara L. Wilson, Esq.
Legal Fellow
(781) 627-5119
swilson@lawyersforcivilrights.org

cc:

Martha DeMaio
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