



AMERICAN CIVIL LIBERTIES UNION OF UTAH FOUNDATION, INC
355 NORTH 300 WEST, SALT LAKE CITY, UT 84103
(801) 521-9862 PHONE • (801) 532-2850 FAX
ACLU@ACLUUTAH.ORG • WWW.ACLUUTAH.ORG

April 4, 2005

Attn: Lt. Allen Swanson
Public Information Officer
Davis Metro Narcotics Strike Force
Layton City Police Department
429 North Wasatch Drive
Layton, Utah 84041

RE: Governmental Records Access and Management Act (GRAMA)

Dear Lt. Swanson:

On or about January 21, 2005, the Davis Metro Narcotics Strike Force conducted a “knock and talk,” and or “walk and talk,” in the area of 1100 South, U.S. Highway 89, occurring at approximately 10:00 p.m. We understand a “knock and talk” or “walk and talk” to include, but not be restricted to, members of the strike force or other law enforcement agency approaching temporary or permanent housing or lodging, without a warrant, with the intent of talking to those who answer the door. This request applies to any and all documents used by the strike force that have been, or currently are in, your possession. Pursuant to the Utah Governmental Records Access and Management Act, Utah Code Ann. §§ 63-2-101 *et seq.*, the ACLU of Utah formally requests the following documents:

DEFINITIONS

- “Document” means, without limitation, the following items, whether printed, recorded, reproduced, or written by hand: all writings of any kind, including originals and all non-identical copies, whether different from the originals by reason of any notation made on such copies or otherwise, including, without limitation, correspondence, memoranda, manuals, notes, lists, statistics, letters, telegrams, contracts, reports, studies, statements, summaries, notations of any sort of conversation, telephone calls, meetings or other communications, computer printouts, teletypes, telefax, worksheets, all drafts, alteration, modification, changes and amendments of any of the foregoing, graphic or oral records or representation of any kind (including, without limitation, photographs, charges, graphs, microfiche, microfilm, videotapes, recordings, motion pictured), and any electronic, mechanical, or electric records or representations of any kind (including, without limitation, tapes, cassettes, discs, recordings and computer memories).
- “Identify” means (regardless of whether any claim of privilege is asserted), with respect to a document, to set forth the following information:
 - (a) Its nature (e.g. letter, memorandum, report, etc.);
 - (b) The date it bears or, if undated, the date it was written or created;

- (c) The identity of the person(s) who received it;
 - (d) The identity of the person(s) who created it;
 - (e) Its file number or other identifying mark or codes;
 - (f) Its general subject matter; and
 - (g) Its present or last known location or custodian.
- “Identify” means, with respect to oral communication or other event, to set forth the following information:
 - (a) Its substance;
 - (b) The date it occurred and the time;
 - (c) The place it occurred and, if different (as with a telephone communication), the place it was received;
 - (d) The identity of each participant; and
 - (e) The identity of all person present when the communication occurred.
- “Identify” means, with respect to a natural person, to set forth the person’s full name and, on the first occasion that such person is identified, the following information:
 - (a) Present and last known residence address; and
 - (b) Present and last known business address.
- “Identify” means, with respect to an entity other than a natural person, to set forth the full name or title of the entity and, on the first occasion that such entity is identified, to state the address of such entity.
- If any privilege is claimed with respect to any document or communication, identify the document or communication, state the privilege claimed and the basis therefore.
- Please be advised that “and” means “and/or.”

FORMAL REQUEST FOR RECEIPT OF DOCUMENTS

- Identify any and all documents relating to any operation plans followed or referred to prior to and during any “knock and talk,” or “walk and talk;”
- Identify any and all documents relating to the rules and regulations governing the Davis Metro Narcotics Strike Force, as they relate to investigative “knock and talks” or “walk and talks;”
- Identify any and all documents relating to the training of any agents for the purpose of conducting any “knock and talk,” or “walk and talk;”
- Identify a list of all addresses where, during the last three (3) years, such “knock and talks” or “walk and talks” have been executed;
- Identify any and all documents relating to any committees or panels responsible for the review of any documents relating to any operation plan or training concerning “knock and talks” or “walk and talks;” and
- Identify any and all documents relating to any proposed amendments or changes to any documents relating to any operations plan or training related to “knock and talks” or “walk and talks.”

If you have any questions about this request, please contact me at your earliest convenience. Please bill my office for any reasonable copying charge associated with providing the above information and documents. If the cost exceeds \$50.00, please contact my office. By statute, we will look forward to your response within ten days from the receipt of this request. Thank you for your prompt attention to this matter.

Sincerely,

Margaret Plane
Staff Attorney