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## CONTACT US

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### CRITICAL FIRST STEP:

Seek emergency medical attention immediately for all injuries. Ensure all physical trauma, bruises, lacerations, and symptoms are thoroughly documented in medical records.

#### 1. LAW ENFORCEMENT IDENTIFICATION:

- ☐ Primary Officer Name & Badge Number
- ☐ Secondary Officer(s) Names & Badge Numbers
- ☐ Police Department / Sheriff Division (e.g. LAPD, LASD, CHP)
- ☐ Patrol Vehicle / Cruiser Unit Numbers
- ☐ Body-Worn Camera: Were cameras present and activated?
- ☐ Incident Report / Citation / Booking Number

#### 2. INCIDENT LOCATION & TIME:

- ☐ Exact Street Address / Intersection / Building
- ☐ Exact Date and Time (AM/PM)
- ☐ Lighting & Weather Conditions
- ☐ Presence of nearby security/surveillance cameras (businesses, ring doorbells, traffic cams)

#### 3. PHYSICAL & DIGITAL EVIDENCE PRESERVATION:

- ☐ High-resolution photographs of ALL injuries (Day 1, Day 3, Day 7 as bruising develops)
- ☐ Photographs of torn or bloodied clothing (STORE IN PAPER BAG, NEVER WASH)
- ☐ Photographs of vehicle damage or damaged property
- ☐ Unedited video files (cell phone recordings, bystander clips) backed up to cloud
- ☐ Hospital ER discharge records, X-ray/MRI reports, prescription receipts

#### 4. WITNESS INFORMATION:

- ☐ Witness 1: Full Name, Phone Number, Email, Physical Address
- ☐ Witness 2: Full Name, Phone Number, Email, Physical Address
- ☐ Brief written summary of what each witness stated they observed

#### 5. TIMELINE & FACTUAL NOTES (Write within 24 hours):

- ☐ Initial reason for contact stated by officer
- ☐ Exact commands given vs. your compliance
- ☐ Exact physical force used (strikes, taser darts, baton blows, prone restraint)
- ☐ Any verbal statements, threats, or racial epithets made by officers
- ☐ Statements made by supervisors at the scene

#### CALIFORNIA STATUTE OF LIMITATIONS NOTICE:

In California, government tort claims against city or county agencies MUST generally be filed within SIX (6) MONTHS of the date of injury under California Government Code § 911.2.