

**Template for Confirmation Letter of Applying Agency (Optional)**

**If an Applying Law Enforcement Agency Wishes to Do So,  
the Agency Head May Send This Letter to an Independent Credentialing Body**

\* \* \*

Dear [insert independent credentialing body]:

This letter confirms that, to the best of my knowledge, [insert applying agency] meets certain use-of-force eligibility requirements, set forth by the U.S. Department of Justice, for discretionary federal grants. With this confirmation letter, our agency is likewise respectfully requesting credentials from [insert independent credentialing body], certifying compliance with the U.S. Department of Justice’s Standards for Certification on Use of Force and Safe Policing for Communities.

I have reviewed the Presidential Executive Order on Safe Policing for Safe Communities, dated June 16, 2020, Executive Order No. 13929 (the “Executive Order on Safe Policing”). I understand that, based on the Executive Order on Safe Policing, the U.S. Department of Justice’s discretionary grant funding is only available to state, local, and university or college law enforcement agencies that have obtained (or are in the process of seeking) credentials certifying that they meet certain standards on use of force. I further understand that the Executive Order on Safe Policing empowers the U.S. Attorney General to designate independent credentialing bodies — such as [insert independent credentialing body] — to certify that a law enforcement agency meets the conditions of eligibility for federal grants.

After reviewing the U.S. Department of Justice’s Standards for Certification on Safe Policing for Communities and [insert applying agency]’s policies, we have determined that our agency meets the following mandatory conditions for certification:

1. Our agency’s use-of-force policies adhere to all applicable federal, state, and local laws;  
and
2. Our agency maintains use-of-force policies that prohibit the use of choke holds, except in those situations where the use of deadly force is allowed by law.

Because we believe that we meet the criteria above, we respectfully request that [insert independent credentialing body] please include [insert applying agency] within its database of certified law enforcement agencies. Please provide [insert applying agency's] name to the U.S. Department of Justice with other eligible agencies.

If you would like to discuss further, please do not hesitate to contact me either by email at [insert date] or by phone at [insert phone number]. Thanks very much.

Sincerely,

[insert name of signatory]

[insert signatory's title]