



## PRISONERS' LEGAL SERVICES OF MASSACHUSETTS

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[www.plsma.org](http://www.plsma.org)

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@PLSMA

Main: 617-482-2773

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State prisoner speed dial: \*9004# • County prisoner collect calls: 617-482-4124

Date

Superintendent  
Facility

RE: Preserve Evidence Request for Name and Commitment #

Dear Superintendent \_\_\_\_\_,

I am (was) a prisoner at name of facility who was injured during an incident with correctional staff on date of incident. I understand that there may be video and/or photographs related to this incident or documenting the resulting injuries. I also understand that use of force reports and incident reports may have been or may be written regarding this incident. Further, I understand that statements concerning the incident may have been or may be taken and reduced to writing. Finally, I understand that the Department of Correction's Office of Investigation may look into this incident and may generate other documents associated with that inquiry. All of these materials are evidence that could be admissible in any subsequent court proceeding. This correspondence shall serve as a formal request that you preserve any videotape, statements, photographs, and all other documents and materials potentially related to this incident pursuant to the Massachusetts Rules of Criminal and Civil Procedure and common law, which expressly prohibit the alteration, modification and/or destruction of evidence.

If you are not currently investigating the incident, I request that you open an investigation.

Thank you for your time and attention to this matter.

Sincerely,

Name

cc: Sheriff \_\_\_\_\_  
\_\_\_\_\_, Legal Counsel