

## PUBLIC INFORMATION FACT SHEET

The Public Information request form is simply a document that allows the police department records personnel to more efficiently respond to a citizen's request for documents.

The majority of information contained in police offense, incident, arrest, and accident reports collected and maintained by the police department is considered public information by law and is available to citizens or the media.

The following types of information are not public and will either not be provided, or will be removed from reports that are provided:

- ❑ All information related to a juvenile involved in a criminal act
- ❑ Name of victims of sex crimes and the details related to such crimes
- ❑ The names of suspects involved in a criminal offense if they have not yet been arrested and formally charged with the offense
- ❑ The release of information on an investigation that is ongoing, if the release of this information could prevent the arrest and prosecution of a suspect
- ❑ All information relating to child abuse victims

In the course of a single month, the Records Divisions processes hundreds of police-related documents. In dealing with citizens' requests for police reports, problems occur when individuals ask for a copy of a report or reports but cannot provide adequate or accurate information that would allow personnel to locate the correct report. Texas law allows 10 business days to reply to a public information request but it is our goal to provide the information as soon as possible.

After completing the form, you may mail it, fax it, or return it in person to the Records Division between 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding holidays. **There may be a charge, depending on the quantity of copies and time involved to research the information.**

For additional information, contact the Records Division at (254) 918-1266.