

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:

- ❑ 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 6:00 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 (972) 292 - 6000.

TYPES OF REPORTS

LOCATION INQUIRY / CALLS FOR SERVICE

This is an actual list of the calls for police service from a specific address or listed block numbers.

- Provide an exact address or series of block numbers and street name(s), such as 8750 McKinney Rd or the 4000 through 6000 blocks of McKinney Rd
- Designate a time frame

INCIDENT / OFFENSE REPORTS

This is the report created by the police officer(s) about the offense or incident.

- Please provide us with the report number (CS #) if you have it
- If you do not have the report number, please give us the names of the persons involved in the incident. The date of the incident, location and the type of offense is also helpful
- The full report may or may not be available for public release, depending on case status. Each request will be evaluated on a case-by-case basis
- Cost for copies is 10 cents per page

ARREST REPORT

This is the report completed by an arresting officer when booking a suspect into our holding facility.

- You must provide the full name of the person arrested
- You must provide the date of the arrest
- If you have the incident number for the arrest, please include it with your request
- Cost for copies is 10 cents per page