

Police Department - Texas Public Information Act Request Form



Standard Form Approved by the University of Houston System Office of the General Counsel Office of Contract Compliance

Please note that Texas Public Information Act requests which seek information other than basic information (as described in section two below) or an officer's accident report (as described in section three below) are handled by the UH System Office of the General Counsel ("UHS OGC"). Consequently, unless you request only basic information or an officer's accident report, this form will be forwarded to the UHS OGC for that office to determine, in accordance with applicable Texas law, what, if any, of the information requested below will be released. If you are seeking more than basic information or an officer's accident report, an attorney from the UHS OGC will be in contact with you within the time allowed under Texas law.

Date _____

Name of Requestor _____

Signature of Requestor _____

Address _____

Phone Number _____

E-mail Address _____

- 1. In the space below, please describe in detail the information that you are requesting from the Police Department (e.g., please list whether you are requesting an incident report, accident report, information report, or other information, and please provide as much detail as possible, such as the case number, date(s) of occurrence, officer(s) and/or individual(s) who were involved, location, and any other information that you can provide regarding the information that you are requesting).

Multiple horizontal lines for providing details of the request.

For sections numbered two, three, and four below, please check the applicable box:

- 2. [] Please provide me with only the basic information that is contained in the information that might otherwise be responsive to my request in section one. The Police Department considers such information to include (as applicable): the name and description of the arrested person (excluding the social security number), the date, time, and place of the arrest, the offense charged and the court in which it is filed, the details of the arrest, booking information, the notation of any release or transfer, bonding information, the location of the crime, the premises involved, the time of occurrence of the

crime, the property involved, if any, the vehicles involved, if any (excluding the Texas driver's license numbers, license plate numbers and vehicle identification numbers), a description of the weather, a detailed description of the offense, and the names of the arresting and investigating officers.

3. Please provide me with only the officer's accident report that was completed pursuant to Chapter 550 of the Transportation Code. I understand that I must provide two of the following three pieces of information to be entitled to such an accident report pursuant to Texas Transportation Code § 550.065(c)(4):
- a) the date of the accident: _____
 - b) the name of any person involved in the accident: _____
 - c) the specific location of the accident: _____
4. Please provide me with all of the information that is responsive to my request. I understand that this will require an attorney from the UHS OGC to review the information that is responsive to my request. I also understand that it may be necessary for an attorney from the UHS OGC to request an opinion from the Attorney General of Texas regarding whether the information that is responsive to my request meets an exception to public disclosure, and in such case, may result in some or all of the requested information not being released to me. I further understand that the process of requesting and receiving an opinion from the Attorney General of Texas may take up to 45 business days.

This section is to be completed by the Police Department
Date received by the Police Department _____
Received by _____
Method of delivery (hand-delivery, mail, etc.) _____