

Police Report Request Instructions

What You Should Know

Name Searches:

Requesting records based upon a person's name may constitute a criminal history background check. **BSPD Background Check Release Form** is required to provide [notarized] consent from the person with the criminal history for all criminal history background checks.

Reports Prior to 2020:

Request for police reports may be conducted dating back to 2000. Any police report prior to 2020 requires the exact date and address of the occurrence.

Traffic Accident Reports:

Texas Transportation Code Sec. 550.065(c)(4) restricts the release of un-redacted accident reports to persons directly concerned in the accident or having a proper interest therein. An accident report with redactions made (the public portion) under Sec. 550.065 (f)(2) may be released to any person. A person requesting an accident report must submit a **BSPD Accident Report Request Form** in addition to the **BSPD Police Records Request Form**.

Confidential Information:

To ensure that privacy concerns are protected and legal standards are met, the City may object to the following types of report data being made available to the public. Among the exclusions are:

1. Sexually oriented reports
2. Reports involving juveniles / children / minors
3. Reports with suspects and witness information (information on people not arrested)
4. Attempted suicide reports
5. Reports regarding the mentally ill
6. Information regarding active criminal investigations

Fees:

Police reports cost \$10, which should be paid at city hall. Voluminous requests may be subject to additional labor fees (\$15.00 per hour plus overhead). You will be notified of any additional fees which must be paid prior to release of any records.

The Big Sandy Police Department will make every effort to get the information that you request to you immediately. The Big Sandy Police Department reserves the right to seek a ruling from the Texas Office of the Attorney General regarding the release of any records. If such a ruling is sought, the department will notify you of that fact within ten (10) business days, excluding weekends and city closures.

For police reports related to pending criminal prosecution, the City can object to release of the report. However, except for cases involving a minor, the public portion of the report may be released. The public portion of a report includes:

- a. The basic information of the arrested person
- b. The basic information of the victim / complainant / reporting person
- c. The basic narrative

The public portion of a report (in most cases) **does not** include:

- a. The date of birth, phone number, and personal information of an arrested person.
- b. Any details of a suspected person(s) (a person not arrested).
- c. Any other details of the victim / complainant / reporting person other than their name, age, and description.
- d. Any details of any witnesses.

By signing my name below, I certify that I have read and understand the above information.

Please mark one of the following boxes: At this time, I am requesting the:

- public portion of the report** **non-public portion of the report**

Signature

City of Big Sandy Police Department

Police Records Request Form

Please fill out the below listed information, print clearly, and include as much information as possible to ensure this request is processed efficiently:

1. Date of Request: _____
2. Name of the Requestor: _____
3. Send the information to me by: Email / US Mail / I Will Pick Up (**Circle One**)
4. Requestor's Email Address: _____
5. Requestor's Address: _____
City: _____ State: _____ Zip Code: _____
6. Requestor's Phone: _____
7. Requestor's Company Name (If Applicable): _____
8. I want: an Offense Report / an Accident Report (**Circle All That Apply**)
9. **BSPD Case Number:** _____
(This is usually provided by a BSPD officer on the day of the incident. Providing this information will greatly expedite your request).
10. Date of the Incident: _____
11. Approximate Time of the Incident: ____:____ am / pm (**Circle One**)
12. Name and Date of Birth of Complainant, Victim, or Driver's involved: _____
13. The Address, Block or Intersection of Where the Police were Dispatched to: _____

14. The Phone Number Used to Dial 911 (If Applicable): _____
15. If the information you want is not listed as an option, please give a detailed description of the information that you seek:

OFFICE USE ONLY – documents provided / verified at time of request

Received / verified by: _____

Birth certificate / court order: Parent: _____ Juvenile _____

Driver's License Other _____