

**City of Duncanville**  
**POLICE DEPARTMENT**

Records Division • 203 E Wheatland Rd • Duncanville, TX 75116  
PO Box 380280 • Duncanville, TX 75138  
972-780-5024 fax 972-780-4948



**Request for Public Information**

The information you are requesting may be considered confidential by law or otherwise excepted from the public disclosure requirements of the Texas Public Information Act. If only a portion of the information is excepted from disclosure and you agree to accept a redacted copy of the requested information, we will provide you with a redacted copy within ten (10) working days from the date of your request. If you wish to receive the responsive record with no redactions, the department may, by law, request a ruling by the Texas Attorney General's Office on whether all, or part, of your request is releasable. Records submitted to the Texas Attorney General's Office can take forty-five (45) days or longer from the date of the request before a ruling is provided.

I request the following information from the Records Division of the Police Department of the City of Duncanville, Texas. I understand that the information will be provided pursuant to the provisions of the Public Information Act and any other relevant State or local law. I further understand in accordance with the Public Information Act and the City's Master Fee Schedule that a fee may be charged for the information prior to preparation or release.

(Master Fee Schedule provided on Reverse Side)

Note: Business hours are Monday – Friday from 8:00am – 5:00pm (excluding holidays). All requests received outside of normal business hours shall be deemed received the next business day.

**PLEASE PRINT**

Date:	Name of Requestor:
Address:	
Phone #:	Email:

**Public Records Request:**

**(Please provide as much detail as possible i.e. specific date and time or time frame, location, vehicle description, person or entity involved, subject matter)**

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\*\*\*\*\* CHECK ONLY ONE BOX BELOW \*\*\*\*\*

- I waive the right to have the record I have requested sent to the Texas Attorney General's Office for a ruling on disclosure.
- I wish to have the records/documents which I have requested sent to the Texas Attorney General's Office for a ruling on disclosure.

\_\_\_\_\_  
Signature of Requestor

----- **SEE REVERSE SIDE** -----

The information you requested may contain personal information that relates to:

- a peace officer;
- a county jailer;
- a current or former employee of the Texas Department of Criminal Justice;
- a commissioned security officer;
- an employee of a district attorney, criminal district attorney, or county or municipal attorney whose jurisdiction includes any criminal law or child protective services matters;
- an officer or employee of a community supervision and corrections department;
- a criminal investigator of the United States;
- a police officer or inspector of the United States Federal Protective Services; or
- a current or former employee of the office of the attorney general who is or was assigned to a division with law enforcement duties.

If the requested information includes the public employee's home address, home telephone number, emergency contact information, social security number, and/or family member information, and this public employee has chosen to make this personal information confidential, as permitted by Section 552.1175 of the Texas Government Code, our office is prohibited by law from releasing this personal information to you. The confidential information will be removed from the information we provide to you. Normally, we must request a ruling from the Texas Attorney General before we can withhold any of the information you requested. However, Section 552.1175 allows the department to withhold this specific information without requesting a ruling from the attorney general.

You have the right to appeal our decision to withhold this information from you. Instructions for appeal are at the end of this letter. If you do not want to appeal, you do not need to do anything else. Please note that we are only withholding the specific categories of information that are confidential under Section 552.1175. We will process the remainder of your request for information in accordance with the Public Information Act.

A person requesting public information must complete inspection of the information within ten (10) days after the date the custodian of the information makes it available to the person. This may be extended if a written request is filed with the officer of public records during the initial examination period.

## **Public Information Master Fee Schedule**

<b>DEPARTMENT</b>	<b>BASIS/COMMENTS</b>	<b>Fee Effective 10/1/19</b>
<b>POLICE DEPARTMENT</b>		
Mobile Video System DVD's	\$3 ea. + \$15-hour labor charge (locating, compiling responsive information)	See Comments
Body Worn Camera DVD's	\$10 ea. + \$1 per minute released + \$15hr labor charge	See Comments
Offense report	Per page.	\$ 0.10
Accident report	Per report (\$4.00 plus \$2.00 certification fee)	\$ 6.00
Certified copy/ Notarized copy	Per report	\$ 2.50