



# Red Oak Police Department



547 North Methodist St.

Red Oak Texas 75154

972/617-7632 Fax 972/617-8239

**ALL REQUESTS MUST BE MADE IN WRITING AND DIRECTED TO:**

Records Clerk: Shayla Ingram - email: [singram@redoaktx.org](mailto:singram@redoaktx.org)

## Public Information Request

Please Print

Requestor's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that: 1) The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions; 2) Section 552.002(a) defines "public information" as information "collected, assembled, or maintained...by a governmental body," or for such a body if it "owns...or has a right of access to" the information; 3) the governmental body may charge for inspection and copying public records in accordance with the current guidelines established by the Texas Building and Procurement Commission; 5) the governmental body has the right to request an Office of the Attorney General ruling whether information may or must be withheld; and 6) the governmental body has the right to request a bond, prepayment or deposit if estimated costs exceed \$100.00.

Pursuant to The Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the Red Oak Police Department. **Please be as specific as possible including names(s), date(s), case number(s), etc. Attach a separate sheet, if needed.**

I request a:     Copy of an Accident Report     Copy of a Call for Service, Incident, Offense or Arrest Report

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~~~~ For Police Department use only below ~~~~~

Date request complete and notification given: \_\_\_\_\_ Date received stamped below: \_\_\_\_\_

Date sent by email or received by requestor: \_\_\_\_\_

Notes \_\_\_\_\_