

Sachse Police Department

<i>Subject:</i> Release of Information		<i>Number:</i> 410.00
<i>Effective date:</i> March 1, 2010	<i>Category:</i> Admin and Records	
<i>Issuing authority:</i> Bryan Sylvester, Chief of Police		<i>Revision Date:</i> March 25, 2019
<i>References:</i> TPCA Best Practices Standard 5.03 Release of Information		

410.00 Release of Information

410.01 Purpose

The purpose of this policy is to establish written guidelines relating to the documentation and processing of open records requests.

410.02 Policy

It is the policy of the Sachse Police Department to ensure all open records requests received by any employee of the Sachse Police Department are processed efficiently and within the guidelines of the Texas Public Information Act.

410.03 Procedures

A. Open Records Requests

1. Any written request for information is considered an open records request under the Texas Public Information Act.
2. All open records requests will be submitted in writing, by electronic mail (e-mail) or facsimile transmission.
3. If a citizen requests a form for making an open records request, the employee will provide the citizen with the City of Sachse Public Information Request form found on the city website. If the citizen would prefer to complete the form online, then the employee will direct them to online form. The use of the form is not a requirement by the Texas Public Information Act.

B. Receipt of an Open Records Request

1. Employees receiving an open records request will:
 - a. Date and initial the request when it is received in the upper right hand corner of the front page of the first sheet of the request;
 - b. Notify the Records Unit by email at PD-ORR that a request has been received and provide that request; and
 - c. Deliver the original request on the same day as the employee received the request.
 - d. Requests received from the City Secretary dealing with a police department record will be sent to PD-ORR and processed by Records personnel.

2. Records Personnel will:

- a. Log in every open records request by date received, request type, requestor's name, employee completing the request and the completion date.
- b. Redact information deemed confidential by law from information that is to be released to the public.
- c. Contact the CID Sergeant to determine if the open records request pertains to an ongoing investigation.
- d. Any open records request relating to employment files will be logged and the Assistant Chief will be contacted reference the request.
- e. The Records manager will continually review the open records log to ensure requests are completed within ten (10) business days after the request.

C. Required Response to Open Record Requests

1. Records personnel will respond to the open records requests by promptly providing copies of the requested information.
2. Under the following circumstances, the City Attorney will be consulted:
 - a. An exemption from public disclosure exists;
 - b. The requested information cannot be provided within ten (10) business days;
 - c. The request is of a magnitude that a fee would be associated with fulfilling the request;
 - d. When an opinion will be needed from the Texas Attorney General's Office; or
 - e. Any other time the Records Manager needs direction as to the proper disposition.

D. Records personnel will receive training in the Texas Public Information Act.