



MOUNT PLEASANT POLICE DEPARTMENT OPEN RECORDS



What you should know

Name Searches (specifically ARRESTS):

Attorney General Governmental Code 552.101 Prohibits governmental entities from compiling or summarizing an individual's arrests, suspect listings, and criminal defendant information. This information takes on a character that implicates the individual's right of privacy. You can not simply request ALL information concerning a certain individual.

Requesting records based upon a person's name (**other than yourself**) may constitute a Background Check. In order to request a Background Check, which includes all arrests information, you must provide **notarized** consent from the person you are requesting the Background on and a copy of their valid government issued picture ID, Driver's License, or Passport.

Arrests Reports ARE public record. In order to request an arrest report on an individual, you must specifically request the report (ie. name, arrest charge type, date, or arrest location).

Making an Open Records Request:

In making this request I understand that the Mount Pleasant Police Department is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that under **Governmental Code 552.108**, that by requesting information on an open investigation that I may be only given the public narrative. **Complete case files on an open investigation will not be released without a ruling.** The information will be released on in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I understand that the Mount Pleasant Police Department has 10 business day in which to request such a determination and that the Texas Attorney General has 45 days to respond to the request.

The Mount Pleasant Police Department has the right to require Records Requests in writing. Records requests are valid for 60 days after the request is made. If the requested report has not been picked up in the 60 day time frame it will be removed. You would have to submit another request for the information.

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

Signature

Records Request Form

Name: _____ Date: _____
Address: _____
Phone Number: _____

Pursuant to the Public Information Act, Texas Government Code, Section 552.001, I hereby request the following information currently existing in the records of the Mount Pleasant Police Department, Mount Pleasant, TX.

List information as specifically as possible, including name, date, address, and case number. Please describe what occurred below, incomplete requests cannot be filled properly.

I understand that there is a fee of \$0.10 per standard size paper copies, \$1.00 for CD's, and \$3.00 for DVD's. Requests over 50 pages will require additional charges. You will be notified of the additional charges before the request is filled. Payments must be paid before records are received.

_____ I will pick up the copies.

_____ I wish the copies to be mailed to me and I understand that payment of records and postage will be required to be paid before copies are received. Payments can be made in person or by mail.

_____ I wish the copies to be emailed to me if possible and I understand that payment of the records will be required to be paid before copies are emailed. Payments can be made in person or by mail.

In making this request I understand that the Mount Pleasant Police Department is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that by requesting information on an open investigation that I may be only given the public narrative. **Complete case files on open cases will not be released.** The information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the Mount Pleasant Police Department has 10 business days in which to request such a determination and that the Texas Attorney General has 45 days to respond to the request.

Requestor's Printed Name

Requestor's Signature