



PUBLIC INFORMATION REQUEST

Portland Police Department
1902 Billy G. Webb Dr.
Portland, TX 78374
361-777-4444 * 361-777-4445 (Fax)
www.portlandtx.gov

The Texas Public Information Act a person must submit a written request. In most cases a request is processed at the time it is received, although various factors may affect processing time. The Portland Police Department reserves the right to seek a ruling from The Office of the Attorney General of Texas regarding the release of any records. If such ruling is sought, the Records Officer will notify you of that fact within (10) business days, excluding weekends and city holidays. The Office of the Attorney General of Texas has 45 days (can be extended) to respond to a request for an open letter ruling.

WHAT YOU SHOULD KNOW

How to send a written request:

Any and all requests can be submitted by fax, email, mail delivery, or in person. You will be notified of any fees, which must be paid prior to release. Occasionally, a deposit may be requested or full payment.

Name Searches:

Requesting records based upon a person(s) may constitute a criminal history background check. A notarized consent form is required from the person with the criminal history for all criminal history background checks.

Traffic Accident Reports:

Texas Transportation Code Sec. 550.065(c)(4) restricts the release of un-redacted crash reports to persons directly concerned in the accident or having a proper interest therein. A crash report with redactions made (the public portion) under Sec. 550.065(f)(2) may be released to any person. A person requesting a crash report must submit a PPD Crash Report Form CRB-3 REQ (8/1/16).

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/family violence shelter programs/trafficking shelter center
2. Reports involving juveniles/children/minors
3. Report with suspects and witness information (information on people not arrested)
4. Attempted Suicide reports
5. Emergency Detention reports
6. Information regarding active criminal investigations

For police reports related to a 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 the report includes:

1. The basic information of the arrested person(s)
2. The basic information of the victim/complainant/reporting person
3. The basic narrative

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

1. The date of birth, phone number, and personal information of an arrested person
2. Any details of a suspected person(s) – (a person that was not arrested)
3. Any other details of the victims/complainants/reporting person other than their name, age, and description
4. Any details of any witnesses.
5. Social Security Numbers, driver's license numbers, vehicle license plates/VIN

By signing my name below, I certify that I have read and understand the above information. At this time, I am requesting the:

Public / Non-Public portion of the report.

Signature

See back page →



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REQUESTOR INFORMATION

Remit to: lolli.hodge@portlandtx.gov, or 361-777-4754 Fax

NAME of Person Making Request: _____ DATE: _____ TIME: _____

BUSINESS/AGENCY NAME: (If making request OBO of Company) _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

PHONE: _____ E-MAIL: (Optional) _____

Delivery / Contact Method: I wish to obtain records by Email (excludes dash cam recordings) Mail-standard postage fees apply Pick Up

I would like recordings on a USB CD DVD

Preferred Contact: Phone Email Mail

WHAT ARE YOU REQUESTING? REPORT COPY DASH CAM RECORDING OTHER REQUEST - (Explain)

CASE# (If known): _____ DATE: _____ (or) FROM: _____ TO: _____

NAME OF PERSON(S) INVOLVED: _____

LOCATION/ADDRESS OF INCIDENT: _____

DETAILS/DESCRIPTION OF REQUESTED INFORMATION: _____

LOCAL BACKGROUND CHECK: (PHOTO ID REQUIRED) Housing Employment FINGERPRINTS

FULL LEGAL NAME: _____ DATE OF BIRTH: ____/____/____

ALIAS NAME(S)-(Maiden Name, Other names used): _____

ADDRESS (Physical): _____ CITY: _____ ST: _____ ZIP: _____

DRIVER'S LICENSE #: _____ STATE: _____ SOCIAL SECURITY NO. ____/____/____

*** OFFICE USE ONLY ***

COPIES / SERVICES FEES	FINGERPRINTS FEES	COMPUTER RESOURCES FEES	OTHER SERVICES FEES
<input type="checkbox"/> Victim Copy NC	<input type="checkbox"/> 2 Print Cards \$10.00	<input type="checkbox"/> Client/Server @ \$2.20/hr	<input type="checkbox"/> Travel Letter \$5.00
<input type="checkbox"/> >10 Pages @ \$.10	<input type="checkbox"/> Extra Cards @ \$5.00	<input type="checkbox"/> Mainframe-CPU @ \$10.00	<input type="checkbox"/> Local Criminal History \$5.00
<input type="checkbox"/> 8.5x11 Copies @ \$.10	<input type="checkbox"/> Residents Only - NC		<input type="checkbox"/> Report Certification \$2.00
<input type="checkbox"/> Specialty Paper @ \$.50			<input type="checkbox"/> Security Inspection \$15.00
<input type="checkbox"/> 11x17 (Other) @ \$.50			<input type="checkbox"/> VIN Validation
\$5.00			<input type="checkbox"/> CD-R/CD-RW @ \$1.00
<input type="checkbox"/> Programming @ \$28.50/hr			
<input type="checkbox"/> DVD @ \$3.00	<input type="checkbox"/> Loc/Comp/Reprod @ \$15.00/hr		
<input type="checkbox"/> Postage-Actual Cost	<input type="checkbox"/> Overhead @ 20% Labor		
			TOTA _____

Rec'd by: _____	Completed by: _____	PAYMENT: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> CC	<input type="checkbox"/> Redacted/Withheld <input type="checkbox"/> Released
Date Rec'd: _____	Date Completed: _____		<input type="checkbox"/> Current Investigation <input type="checkbox"/> AG Review
Due Date: _____		# _____	NOTES: _____