



## Public Information Request

In accordance with the Public Information Act, Chapter 552 of the Texas Government Code, the City of Sansom Park makes all of its public records available to citizens.

The Public Information Act does not require governmental bodies to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence. The City of Sansom Park will not comply with a standing request for information to be collected or prepared in the future.

The City of Sansom Park will respond within ten business days to information requests. The City may collect a fee as prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record. For more information on the Texas Public Information Act, please visit the Texas Attorney General Web site at [www.oag.state.tx.us](http://www.oag.state.tx.us)

### Requester's Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Records Request:

Category of Document Requested:

- Police Records (Traffic Accident)       Fire  
 Police Records (Non-Traffic)       EMS  
 Other:

*Please be as specific as possible, including dates, names, numbers, or other identifiers that will assist in locating the information you seek. Examples: "I hereby request the City's file on [event, project, incident, etc.]" "I need Police report [number], dated [date], and involving [description and date]". "I am requesting a certificate of occupancy for [X address]."*

Describe the documents you are requesting:

The City is prohibited from releasing some types of information. In an effort to expedite your request, please check the box if you agree to exclude or redact from the requested records the information found in these exclusion categories.

I agree to the exclusions.

- I agree to the exclusions.       I do not agree to the exclusions

Some information maybe releasable under Tex Gov't Code 552.023, Special Right of Access to Confidential Information. Identifying a Special Right to Access may help to expedite your request. Are you the parent, guardian, or authorized representative with a Special Right to Access?

- Yes       No       N/A

My relationship/Special Right of Access (optional): \_\_\_\_\_

Preferred method of receiving documents:

- Mailed Copies       Electronic by Email  
 Inspect Onsite       Copies by Fax  
 Pick-up Copies (Certain records may require pick-up)

**Requests for Accident Reports**

- Section 550.065(c-1) of the Transportation Code requires the City to provide a redacted copy of an accident report to all members of the public.
- Section 550.065(c) of the Transportation Code provides that certain individuals have a right of access to a full copy of an accident report.
- The City may need additional information from you to determine whether you have a right of access to a full copy of the accident report.
- Section 550.065(d) of the Transportation Code allows the City to charge \$6 for the accident report and \$2 to certify the report.

Please select one:  I request a redacted copy of the accident report  
 I request a full copy of the accident report

I hereby certify my connection to the accident is:

- I am the driver or any other person involved in the accident.
- I am the authorized representative of any person involved in the accident.
- I am the employer, parent, or legal guardian of a driver involved in the accident.
- I am the owner of a vehicle or property damaged in the accident.
- I am a person who has established financial responsibility for a vehicle involved in the accident.
- I am currently a representative or employee of an insurance company that issued an insurance policy covering a vehicle or any person involved in the accident.
- I am currently a person under contract to provide claims or underwriting information to a person or entity described in the preceding two items.
- I am currently a representative or employee of a radio station, television, or newspaper.
- I am a person or entity who may sue because of death resulting from the accident.
- I do not fall within any of the above categories. I am requesting a redacted accident/crash report.

Date/Time of accident:

Location of accident:

Name of any person involved:

Case Number (if known):

**Perjury is a Class A misdemeanor under Texas Penal Code §37.02 and punishable by a fine not to exceed \$4,000, up to a year in confinement in jail, or both such fine and confinement.**

I declare under penalty of perjury that the foregoing answers and information, including my identity, are true and correct.

Signature:

Date:

CITY USE ONLY		
Date Received:	Date sent to Legal:	Date sent to Attorney General:
Date Called:	Date Released:	Notes:

## Accident Report

- The City may exclude Texas Peace Officer's Accident Report forms (ST-3, CRB-3) for which I have not provided two of the three following pieces of information: (1) date of accident, (2) location of accident (specific address or highway or street), (3) name of any person involved.

Note: This information is confidential pursuant to *section 550.065 of the Texas Transportation Code*.

## Child Abuse or Neglect

- The City may exclude any records of abuse or neglect of a child, including sexual assault of a child, indecency with a child, child neglect, child endangerment, and/or injury to a child.

Note: This information must be withheld under *section 261.201 of the Texas Family Code*.

## Concealed Handgun Licensees

- The City may exclude any information about concealed handgun licensees.

Note: This information must be withheld under *section 411.192 of the Texas Government Code*.

## Criminal History Information

- The City may exclude results of checks for criminal history record information maintained in state and local criminal history record information systems.

Note: This information is confidential pursuant to *28 C.F.R. § 20.21(c)(1)*.

- The City may exclude compilations of an individual's criminal history.

Note: This information is confidential pursuant to *Open Records Decision No. 565 (1990) (citing United States Dep't of Justice v. Reporters Comm. for Freedom of the Press, 489 U.S. 749 (1989))*.

## Dates of Birth

- The City may exclude dates of birth.

Note: This information is confidential pursuant to the doctrine of *Common Law Privacy*. See *Att'y Gen. of Tex. v. City of Dallas, No. 03-13-00546-CV, 2015 WL 3394061 (Tex. App.—Austin May 22, 2015) (mem. op.)*.

## Juvenile Records

- The City may exclude any juvenile law enforcement records.

Note: This information must be withheld under *section 58.007 of the Texas Family Code and former section 51.14 of the Texas Family Code*.

## Medical Information

- The City may exclude medical records, information taken from medical records, confidential medical information, and information disclosing a mental illness.

Note: This information is confidential pursuant to *section 159.002 of the Texas Occupations Code Section 159.002* and the doctrine of *Common Law Privacy*.

- The City may exclude records of the identity, evaluation, or treatment of a patient by emergency medical services personnel.

Note: This information is made confidential by *section 773.091 of the Texas Health and Safety Code*. To comply with the statute, the City will release information revealing the presence, nature of injury or illness, age, sex, occupation, and city of residence of a patient who is receiving emergency medical services.

## Motor Vehicle Records

- The City may exclude confidential driver's license and motor vehicle information.

Note: This information is confidential pursuant to *section 552.130 of the Texas Government Code*.

## Personal Financial Information

- The City may exclude any individual's personal financial information such as bank account balance, information pertaining to personal mortgages, and personal financial liens.

Note: This information is confidential pursuant to the doctrine of *Common Law Privacy*.

Note: Personal financial information does not include salary or government-paid benefits of a public employee. Information about salary and government-paid benefits is not being excluded.

## Personal Information of Public Employees

- The City may exclude the home address, telephone number, family member information, and emergency contact information of any peace officer and of any public employee who is not a peace officer who made an election to keep such information confidential prior to the date the City received my request. The City may exclude public employee's dates of birth.

Note: This information must be withheld under *section 552.117 of the Texas Government Code* and *Tex. Comptroller of Pub. Accounts v. Att'y Gen. of Tex., 2010 WL 4910163 (Tex. Dec. 3, 2010)*.

## Police and Fire Fighter Records

- The City may exclude the departmental personnel file of a police officer or fire fighter. The departmental personnel file contains information regarding investigations of job-related misconduct by a police officer or fire fighter that did not result in disciplinary action under chapter 143 of the Texas Local Government Code.

Note: This information is confidential pursuant to *section 143.089(g) of the Texas Local Government Code* (Fort Worth is a Civil Service city).

- The City may exclude the name and badge number of undercover officers when disclosure of the information would subject the officer to a substantial threat of physical harm.

Note: This information must be withheld under *section 552.151 of the Texas Government Code*.

## Polygraph Examination

- The City may exclude information obtained as a result of a Polygraph Examination.

Note: This information is confidential pursuant to *section 1703.306 of the Texas Occupations Code*.

## Security Codes

- The City may exclude security gate codes for the Air Operations Area of municipal airports.

Note: This information is confidential pursuant to *section 418.182 of the Texas Government Code*.

## Test Items

- The City may exclude confidential test items, which may include interview questions and answers of a technical nature.

Note: This information is confidential pursuant to *section 552.122 of the Texas Government Code*.

## Utility Records

- The City may exclude information regarding utility customer usage data, billing and personal information.

Note: This information is confidential pursuant to *section 182.052 of the Texas Utilities Code* and cannot be released if the utility customer has requested that the government-operated utility keep the information confidential.

- The City may exclude utility account numbers.

Note: This information is confidential pursuant to *section 552.136 of the Texas Government Code*.

## Victims of Sexual Assault/Harassment

- The City may exclude any records concerning the identity of victims of sexual assault or sexual harassment and other information which would identify the victim including addresses and names of relatives.

Note: This information is confidential pursuant to the doctrine of *Common Law Privacy*.