

BAYLOR UNIVERSITY POLICE DEPARTMENT
PUBLIC INFORMATION REQUEST FORM

One Bear Place #97090
Waco, Texas 76798

Non-Emergency (254) 710-2211 Emergency (254) 710-2222 Fax (254) 710-3473
Open Records email address: openrecords@Baylor.edu

Under the Texas Public Information Act, a request for public information must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions regarding the information provided.

****PLEASE PRINT****

TODAY'S DATE: _____

YOUR NAME: _____

BUSINESS OR AGENCY (ONLY IF REQUESTING FOR A BUSINESS OR AGENCY): _____

ADDRESS, CITY, STATE & ZIP: _____

CONTACT PHONE NUMBER & EMAIL ADDRESS: _____

Would you like the material sent to your email address above? Please circle response: YES NO (Note: We may not be able to email large files such as video/audio)

On the next section please fill in as much as possible. Items with an * are required per Section 1701.661 of the Texas Occupations Code, for body-camera recordings. If the information is not provided, we will not be able to produce the body camera recordings.

Under the Public Information Act, I request copies of the following:

____ Basic "Front Page" Information ____ Police Report ____ Video Tape ____ Call Sheet
____ Photograph ____ Audio Tape ____ Arrest Report ____ Affidavit for Warrantless Arrest
____ Other _____ ____ ***Video from body-worn camera**

CASE NUMBER: _____ ***DATE & APPROXIMATE TIME OF OFFENSE:** _____

***SPECIFIC LOCATION OF OFFENSE:** _____

***NAMES OF ONE OR MORE PERSONS KNOWN TO BE A SUBJECT OF THE RECORDING:**

PLEASE BE SPECIFIC AS POSSIBLE IDENTIFYING THE INFORMATION REQUEST:

Fee disclosure: I agree to pay copy charges of 10 cents per page, and I understand there may be additional personnel charges of \$15.00 per hour if there are more than fifty pages. I also agree to pay associated postage/faxing costs that may be incurred in processing my request. I understand that I will be contacted if the estimated charges exceed \$40.00 and that the Baylor University Police Department may require a deposit if the estimated charge exceeds \$100.00.

Signature of Requestor