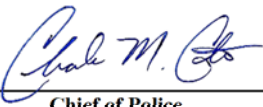
	MESQUITE POLICE DEPARTMENT
	111.00 PUBLIC INFORMATION
	Effective Date: December, 2019
	Approved: _____  Chief of Police

AUTHORITY:

Texas Public Information Act;
City of Mesquite, Administrative Directives
Applicable court decisions:
Texas Attorney General Opinions;
Texas State Library retention schedules

GUIDELINES:

- I. Accident Reports
 - A. The Texas Peace Officer's Accident Report (CR-3) is public information, provided that the requesting party can identify the report as required by law.
 - B. The Mesquite Police Department Hit-and-Run Supplement Report is NOT public information.
- II. Offense/Incident Reports
 - A. Basic Information from Mesquite Police Department Offense/Incident Reports is generally public information, and will be released upon request.
 1. Property Summary pages, which list additional stolen, damaged, lost, or found property, are also public.
 2. Narrative Supplement pages, which include the narrative and specific details of the offense, are NOT public.
 3. Patrol Supplements are NOT public.
 4. Investigative Supplements are NOT public.
 - B. Any Offense Report involving a juvenile offender or victim is NOT public. However, provided the parent of the juvenile is not a suspect in the offense, there are no other juveniles involved and the parent can successfully complete an affirmation of parentage, the parent is generally entitled to the full report pending review from the City Attorney and/or the Texas Attorney General.
 - C. Reports or police records of any sexual offenses or assaultive offenses of a sexual nature are NOT public.
 - D. Reports or police records documenting protective custody calls and mental health disorders, issues or concerns – to include suicide attempts – are NOT public.
- III. Arrest Report
 - A. Adult Arrest Reports with certain personally identifiable information and narrative portion removed, are generally public information and are available from the Records Section during business hours. If a juvenile is arrested in the same incident then the entire Arrest Report is NOT public information.
 - B. Juvenile Arrest Reports are NOT public.
 - C. The chronological daily jail report (adult arrests only) is public information.
- IV. Calls For Service
 - A. Calls for Service information, to include service number, date/time of the incident, service address, call type and clearance code is generally available to the public upon specific request.
 - B. Non-public information for certain types of crimes will be redacted by the Record Section in accordance with the Public Information Act prior to release.
 - C. Other information from calls for service may be public. A determination will be made, on a case-by-case basis, by the Record Supervisor.
- V. Case Reports

- Case reports are NOT public information.
- VI. Sex Offender Registration
- A. A listing of registered sex offenders is public information and is available on the Texas DPS website.
- B. .
- VII. Other Reports
- Reports not listed are NOT to be released (except to another law enforcement, prosecution, or correctional agency) without the specific approval of a supervisor.
- VIII. Procedures
- A. Any individual may obtain a copy of any MPD report that is classified as public information. A person requesting a copy of a report must provide sufficient information to allow Records personnel to identify and retrieve the particular record. Records personnel will not generally provide research assistance or conduct an extensive file search.
- B. Public requests to review or obtain copies of any report must be made to the Records Section or City Secretary's Office.
- C. According to Open Records Decision No. 304, a governmental body is not required to produce information in the absence of a written request. If a written request seeks records that are considered to fall within one of the exceptions to release, an Attorney General's Opinion must be requested by the tenth business day after receipt of the written request.
- D. Any individual with a valid court order mandating release of a record may obtain a copy of that record. Court orders shall be reviewed by the Supervisor of the Records Section prior to release of such record.
- E. Representatives of law enforcement, prosecution, or correctional agencies, in the performance of their official duties, may review or obtain copies of any report, whether public or confidential.
- F. A Report Fee Schedule establishes charges for copies of reports. Fees will not be charged for copies made for other units of government.
- G. The Police Records Section shall maintain a file of written requests for public information received under the Public Information Act. Open record requests shall be retained by the Records Section for at least two years after any final opinions rendered by the AG's Office in accordance with Texas State Library retention schedule GR100-34b

EFFECTIVE: May, 1984; REVISED: September, 1990; FORMERLY: B/84-52; REVISED: January, 1996; REVISED: March, 1997; REVISED: August, 2011; REVISED: March, 2013; REVISED: December, 2019