



Sweeny Police Department

111 West Third Street ★ Sweeny, Texas 77480-2445

(979) 548-3111 ★ Fax (979) 548-3326

www.sweenypolice.org

Gary Stroud, Chief of Police

Public Records Request

DATE OF REQUEST: _____

NAME OF REQUESTOR: _____

GENERAL INFORMATION:

Public Information is available during normal business hours, Monday-Friday, 8am-5pm, at the Sweeny Police Department, located at 111 W. Third Street, Sweeny, Texas, excluding locally observed holidays. Information shall be obtained from the Records Clerk. Requests for information must be made in written form, either in person, via mail, or electronically (fax or e-mail.) However, the cost of obtaining the record must be pre-paid.

PUBLIC RECORDS REQUEST:

I am requesting a copy of the following document(s) under the Texas Open Records Act, Texas Government Code §552.021. I understand applicable fees will be charged for this request. The cost of each report is stated below. Please mark your choice:

_____ Police Report (\$4.00)

_____ Incident Report (\$4.00)

_____ Accident Report (\$6.00)

_____ Other, specify: _____

REQUIRED INFORMATION:

Please provide at least three of the following pieces of information in order for us to process your request:

DATE & TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

TYPE OF INCIDENT: _____

NAME OF PERSON(S) INVOLVED: _____

Signature of Person Requesting Information

_____ The information requested above is currently unavailable. The record may be in-active or it may be in storage. Accessibility to this record, therefore, may be hindered, and extra time may be required to locate the record. However, the information should be available on or about _____.