



LANCASTER POLICE DEPARTMENT
*Proudly Protecting and Serving Our Community with **PRIDE***



REQUEST FOR PUBLIC RECORDS

I, _____, do hereby request the following of the Lancaster Police Department:

NAME OF REQUESTOR (PLEASE PRINT)

PLEASE CHECK ALL THAT APPLY: *All requests outside of the list below are to be requested through the City Secretary's Office.*

- | | |
|--|--|
| <input type="checkbox"/> Event Report (\$.10 per page)
<i>Check if applicable:</i> <input type="checkbox"/> Request List of Events Only | <input type="checkbox"/> EPO (<i>Victim/Defendant ONLY</i>) (No Charge) |
| <input type="checkbox"/> Accident Report (\$6.00) | <input type="checkbox"/> Clearance Letter (<i>Lancaster Citizen Background Check</i>) (\$2.00) |
| <input type="checkbox"/> Incident/Offense Report (\$.10 per page)
<i>Check if applicable:</i> <input type="checkbox"/> Request List of Incident Reports Only | <input type="checkbox"/> Crime Statistics for:
<input type="checkbox"/> MRA <input type="checkbox"/> Council District <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Arrest Report /Release Report (\$.10 per page) | OTHER SERVICES: |
| <input type="checkbox"/> Video/Audio Recording from Police Vehicle
<i>(Record Retention of 90 Days ONLY)</i> (\$3.00 per DVD) | <input type="checkbox"/> CERTIFIED (\$2.50 / \$2.00 Accident Reports) |
| <input type="checkbox"/> 911 Recording (<i>Record Retention of 30 Days ONLY</i>) (\$1.00 per CD) | <input type="checkbox"/> _____ |

DATE/TIME OF EVENT: _____ **EVENT/REPORT/CITATION #:** _____

NATURE OF EVENT: _____ **OFFICER NAME:** _____ **# of Copies Requested:** _____

LOCATION OF EVENT: _____

PERSONS INVOLVED
(Name/Relationship): _____

PLEASE CHECK ALL THAT APPLY:

NOTE: The Police Department will comply with all provisions of the Texas Public Information Act. LPD will promptly (*usually no later than ten (10) business days after receipt of the Open Records Request*) provide the requested public information. Pursuant to the Texas Public Information Act, the City of Lancaster Police Department is authorized to charge a fee for the authorized reproduction of requested information. *A fee schedule is printed on opposite page. Faxing, e-mailing or viewing the documents instead of requesting reproduction may reduce fees.*

- I request an estimated cost for this request. I request to view my requested documents at the Lancaster PD.
 I request paper documents. I request my documents to be: Picked-up in person Mailed Faxed E-mailed.

SIGNATURE OF REQUESTOR: _____ **DATE:** _____

BUSINESS/AGENCY (AUTHORIZED REPRESENTATIVE): _____

ADDRESS
(including City/State/Zip): _____

PHONE: _____ **BUSINESS PHONE:** _____ **FAX:** _____
 Home Cell

E-MAIL: _____

REQUESTOR'S SIGNATURE OF RECEIPT: _____ **RECEIPT DATE:** _____

Method of ORR Receipt: Picked-up Mailed Faxed E-mailed Viewed at the Lancaster Police Department

*****DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY*****

Received By: _____ Received Date: _____ 10th Business Day Deadline: _____
Case Status: _____ Case Mgmt.: _____ Investigator: _____
Date Completed: _____ # of Pages: _____ Cost: \$ _____ Receipt #: _____
Date Notified: _____ By: _____ Method of Notification: _____ 10th Bus. Day Pick-Up Deadline: _____

(NOTE: Completed ORR will be held in our office for maximum of 10 business days from date of notification.)

Comments: _____

CITY OF LANCASTER FEE SCHEDULE

SERVICE RENDERED	CHARGES
1. Standard Paper Copy	\$0.10 per page
2. Nonstandard Copy: (A) Diskette (B) Magnetic tape (C) Data cartridge (D) Tape cartridge (E) Rewritable CD (<i>CD-RW</i>) (F) Non-rewritable CD (<i>CD-R</i>) (G) Digital video disc (<i>DVD</i>) (H) JAZ drive (I) Other electronic media (J) VHS video cassette (K) Audio cassette (L) Oversize paper copy (M) Specialty paper (<i>Mylar, Blueprint, Blueline, Map, Photographic</i>)	\$1.00 Actual cost Actual cost Actual cost \$1.00 \$1.00 \$3.00 Actual cost Actual cost \$2.50 \$1.00 \$.50 Actual cost
3. Microfiche and Microfilm from master copy of Microfilm	Actual cost of reproduction \$0.10 per page
4. Computer Resource Charge Mainframe Midsize Client/Server PC or LAN	\$10 per minute \$1.50 per minute \$2.20 per clock hour \$1.00 per clock hour
5. Other Public Information Charges (A) Computer Programmer (B) Personnel Charge (<i>50 or more Pages</i>) (C) Overhead Charge (<i>50 or more Pages</i>) (D) Remote Document Retrieval Charge (E) Miscellaneous Supplies (<i>labels, boxes, etc.</i>) (F) Postage and Shipping Charge (G) Miscellaneous (<i>credit card transaction fee</i>)	\$28.50 per hour \$15.00 per hour 20% of Personnel Charge Actual Cost Actual Cost Actual Cost Actual Cost
6. Certified or Attestation under City Seal	\$2.50 (<i>\$2.00 Accident Reports</i>)
7. Police Department - Accident Report	\$6.00
8. Police Department – Fingerprints w/Card ONLY (<i>non-refundable</i>)	\$10.00 (<i>up to two cards</i>)
9. Police Department - Peddler Permit Application (<i>non-refundable</i>) per applicant	\$25.00 (<i>valid 30 days</i>) \$100.00 (<i>valid 1 year</i>)
10. Police Department – Alarm Registration <i>False Alarm Reduction Program</i>	\$50.00 Residential (<i>valid 1 year</i>) \$100.00 Business (<i>valid 1 year</i>) *No Charge - Seniors 65 or older (<i>with valid ID & Annual Renewal Required</i>)
11. Police Department Clearance Letter (<i>Lancaster Citizen Background Check</i>)	\$2.00
12. Crime Statistics for the following: (<i>Map Reporting Area, Council District or Other</i>)	\$0.10 per page