

## Police Open Records Request

\*Send completed request form to Chief Tommy Hughes [thughes@dalharttx.gov](mailto:thughes@dalharttx.gov), or deliver to Dalhart Police Department at 202 Rock Island Avenue, Dalhart, TX 79022

Pursuant to Texas Government Code Chapter 552, I hereby Request the following currently existing records of the City of Dalhart Police Department.

All open records requests must be in writing. In order to expedite your request certain information is needed from you as indicated the fields below. Employees of the Dalhart Police Department are not permitted by law to ask you the reason for your request; however, if the request is deemed to broad in nature we may ask certain details to narrow our search. Further, some requests may be forward to the Dalhart City Attorney and to the Texas Attorney General to determine if the requested information must be given as requested.

While every attempt will be made to fulfill your request, voluminous records requests, video/audio redaction's, and those requests that require an Attorney General opinion will take longer. We will notify you of these circumstances and when the records requested will be available.

Requestors First Name	Requestors Last Name	Phone
_____	_____	_____
Email	Address	City
_____	_____	_____
State	Zip Code	
_____	_____	

I Am Requesting to:

(Note: voluminous record are those considered over 25 pages)

- Inspect/View records
- Obtain copies of records (voluminous copies will cost \$0.50 per hour labor and \$0.10 per page)
- Have copies mailed/emailed to me (voluminous copies will cost \$0.50 per hour labor, \$0.10 per page, plus postage)
- Digital copies on DVD (each DVD will cost \$1 plus \$0.50 per hour labor)

Description of Request (Please describe the records you wish to receive. In order to expedite the search for the records, please be as specific as possible):

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Dalhart Police Department will respond to your request in a timely manner!

Signature:

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