ALAMO COLLEGES DISTRICT

POLICE DEPARTMENT
2222 N. Alamo St.
San Antonio, TX 78215
(210) 485 - 0099 Dispatch

Report Request Form

OFFICERS WILL NOT COMPLETE NOR ACCEPT REQUEST FOR A COPY OF A POLICE REPORT

Case Number and Title:	Date of Report:	Investigation Officer:	Badge Number:

To receive a copy of the report requested, send the completed request as an email attachment to: dst-reportrequests@alamo.edu or FAX a completed request form to 210-486-9869

Name of Requester:	Email Address or FAX Number:	Phone Number:

Note: Allow for sufficient time to process your request. If approved for release, your copy will be available after ten (10) business days from the date of this request.

FOR POLICE DEPARTMENT USE ONLY

Requested by:	Date:	Time:

Request received by:	Date:	Time:

Report reviewed by:	Title:	Date:

Is Report able to be released?	If no, explain:

Report sent by:	Title:	Date:

UNDER TEXAS CIVIL STATUTES CERTAIN INFORMATION CONTAINED IN POLICE FILES ARE RESTRICTIVE AND NOT RELEASEABLE TO THE PUBLIC OPEN RECORDS ACT ARTICLE 6252-17a . VERNON'S TEXAS CIVIL STATUTES: All information collected, assembled, or maintained by governmental bodies pursuant to law and ordinance or in connection with the transaction of official business is public information and available to the public during normal business hours of any governmental body, with the following exception only: (8) Records of law enforcement agencies or prosecutors that deal with detention, investigation, and prosecution of crime and the internal records and notations of such law enforcement agencies and prosecutors which are maintained for internal use in matters related to law enforcement and prosecution.

Report sent to:	Date: