

Levelland Police Department

•1310 Avenue H Levelland Texas 79336• Phone (806)894-6164• Fax (806)894-4094•



Records Request Form

Chief of Police Erica O'Bryon

Requestor Information	Brief description of record(s) being requested:
Name: _____	
Address: _____	
Phone # _____	
Email: _____	
Signature: _____	
Time & Date of Request _____	

How would you like to receive the Requested Records?

☐ Postal Mail ☐ In Person ☐ Via Email

•PLEASE NOTE REQUESTED RECORDS WILL BE SENT TO THE ADDRESS/EMAIL STATED ABOVE•

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions on the state's attorney general website.

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received? ☐ Yes ☐ No

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive? ☐ Yes ☐ No

This shall serve to notify the general public that this office will receive and comply with its statutory obligations under the Texas Public Information Act, Section 552.001 et seq. Texas Government Code. Under the provisions expressed under the Information Act, records of the judiciary (municipal court) are not included in a request for public information. Sections 552.003 and 552.0035, Texas Government Code. All requests for information or documents(s) concerning the Judicial records and/or court proceedings are governed by Supreme Court Administrative Rule 12 and Article I, Section 13 of the Texas Constitution

DEPARTMENT USE ONLY

Request Received By: _____

Processed By: _____

Time/ Date: Completed: _____

Total Fee: \$ _____

☐ Cash ☐ Money Order