



**RICE UNIVERSITY POLICE DEPARTMENT
c/o Public Information Officer**

6100 MAIN STREET MS-551
HOUSTON, TEXAS 77005

EMAIL: RUPDOPENRECORDS@RICE.EDU

FAX: (713) 348-5156

Texas Public Information Act Request Form

Please note that Texas Public Information Act requests which seek information other than basic information (as described in option two below) or an officer's accident report (as described in option three below) are handled by the Rice University Office of the General Counsel ("Rice OGC"). Consequently, unless you request only basic information or an officer's accident report, this form will be forwarded to the Rice OGC for that office to determine, in accordance with applicable Texas law, what, if any, of the information requested below will be released. If you are seeking more than basic information or an officer's accident report, an attorney from the Rice OGC will be in contact with you within the time allowed under Texas law.

Requestor's Information

Full Name: _____

Address: _____

Phone No.: _____

E-mail Address: _____

Check one:

- I would like to view the requested information at the Rice University Police Department.
- I would like the information sent to me by:
 - Mail (by photocopy)
 - Mail (on CD)
 - E-mail
 - Fax: _____

Detailed Request

In the space below, please describe in detail the information that you are requesting from the Rice University Police Department (e.g., please list whether you are requesting an incident report, accident report, information report, or other information, and please **provide as much detail as possible**, such as the case number, date(s) of occurrence, officer(s) and/or individual(s) who were involved, location, and any other information that you can provide regarding the information that you are requesting).

Request Options (check one)

- Option 1:** Please provide me with only the basic information that is contained in the information that might otherwise be responsive to my request above. The Rice University Police Department considers such information to include (as applicable): the name and description of the arrested person (excluding the social security number), the date, time, and place of the arrest, the offense charged and the court in which it is filed, the details of the arrest, booking information, the notation of any release or transfer, bonding information, the location of the crime, the premises involved, the time of occurrence of the crime, the property involved, if any, the vehicles involved, if any (excluding the Texas driver's license numbers, license plate numbers and vehicle identification numbers), a description of the weather, a detailed description of the offense, the complainant, and the names of the arresting and investigating officers.

- Option 2:** Please provide me with only the officer's accident report that was completed pursuant to Chapter 550 of the Transportation Code. I understand that I must provide two of the following three pieces of information to be entitled to such an accident report pursuant to Texas Transportation Code § 550.065(c)(4):
 - a) Date of the accident: _____
 - b) Name of any person involved in the accident: _____
 - c) Specific location of the accident: _____

- Option 3:** Please provide me with all of the information that is responsive to my request. I understand that this will require an attorney from the Rice OGC to review the information that is responsive to my request. I also understand that it may be necessary for an attorney from the Rice OGC Counsel to request an opinion from the Attorney General of Texas regarding whether the information that is responsive to my request meets an exception to public disclosure, and in such case, may result in some or all of the requested information not being released to me. I further understand that the process of requesting and receiving an opinion from the Attorney General of Texas may take up to 60 business days.

Signature of Requestor: _____ Date: _____

TO BE COMPLETED BY RUPD

Date Received: _____

Received by: _____

By: Mail E-Mail Fax Hand Delivery