



GRIMES COUNTY SHERIFF'S OFFICE
382 FM 149 W – ANDERSON, TX 77830

OPEN RECORDS REQUEST

Note: The Grimes County Sheriff's Office does not accept blanket or open-ended requests. The Grimes County Sheriff's Office can only provide records generated by this office. Requests accepted in person, fax, or mail only.

*****Requests for records such as, an autopsy, criminal history or lab results, must be directed to the custodian of records for the entity responsible for the creation of the record.***

Date Request Submitted: ____/____/____

Requestor Name: _____

Requestor Mailing Address: _____

Requestor Phone Numbers, Home: _____ Cell: _____

Requestor E-mail: _____

JAIL BOOKING SHEET

Name: _____ DOB: ____/____/____

Date(s) in custody: ____/____/____ to ____/____/____

Charge: _____

INCIDENT OR OFFENSE REPORT

Case # _____ Date of Incident: ____/____/____

Type of Incident or Offense: _____

Address of Incident: _____

Name(s) of those involved: _____

BODY WORN CAMERA RECORDED INFORMATION

*Please see Occupations Code Sec. 1701.661(a) Release Of Information
Recorded By Body Worn Camera*

Type of Recording: [] Traffic [] Crime [] Other _____

Date of Recording: ____/____/____ Time of Recording: ____: ____ am/pm

Specific Location of Recording: _____

List person(s) known to be a subject of the recording (the officer is not a subject of the recording)

Provide the type of record(s) being requested (narrative, full report, narrative, etc.):

Please make a selection and check the appropriate boxes below.

YES NO I agree that all **Social Security Numbers remain confidential**. If no, then this request will be forwarded to the Attorney General who has 45 days to respond.

YES NO I agree that all **Date of Births remain confidential**. If no, then this request will be forwarded to the Attorney General who has 45 days to respond.

YES NO I agree that all **Texas Driver's License Numbers, Texas License Plates, and any Vehicle Identification Numbers remain confidential**. If no, then this request will be forwarded to the Attorney General who has 45 days to respond.

All Open Records Requests, once received, are reviewed by the Grimes County Attorney for approval. Once your request has been approved, the fee for reproducing the record requested will be determined and you will be notified so that payment can be made. Upon receipt of payment, the report will be mailed to the address provided.

The information will be released within ten (10) business days unless there is an exception. When the information can not be released due to an exception you will be informed that this office:

- 1.) has requested an Attorney General opinion and state which exceptions apply;
- 2.) has notified the requestor of the referral to the Attorney General; and
- 3.) has notified third parties if the request involved their proprietary information.

If you have any questions, please feel free to contact the Sheriff's Office at (936) 873-6442.

Mail request to:

Attn: Custodian of Records
Grimes County Sheriff's Office
382 FM 149 W
Anderson, Tx 77830

Fax request to:

Attn: Custodian of Records
(936) 873-2010

FOR OFFICE USE ONLY:

Date received: ___/___/___ Employee: _____

Date provided to County Attorney: ___/___/___

Approved Denied Date: ___/___/___ Signature: _____

RESPONSE

Report not on file, Date of Search: ___/___/___, ___/___/___

Not enough information to search report, Date of Search: ___/___/___, ___/___/___

Report Provided, Cost: \$_____ Date of Fee Notification: ___/___/___ Date Fee Rcvd ___/___/___

Requested an AG opinion citing exception/Notified requestor of opinion request/Notified 3rd party(s)

Exception Cited: _____ Date action initiated: ___/___/___

CONCLUSION

Record protected per AG

Record must be released per AG,

Report provided, Cost: \$_____ Date of Fee Notification: ___/___/___ Date Fee Rcvd ___/___/___

Date this request was closed out: ___/___/___ Signature: _____