

**SOUTHERN METHODIST UNIVERSITY
POLICIES AND PROCEDURES**

PUBLIC SAFETY

POLICY NUMBER: 10.14

EFFECTIVE: September 1, 2015

PUBLIC INFORMATION REQUESTS

Pursuant to the Texas Public Information Act (PIA), Texas Government Code, Chapter 552, as amended by Senate Bill 308, enacted by the 84th Texas Legislature, Southern Methodist University (SMU) will make all records “related solely to law enforcement” available to the public.

A. PROCEDURES

The SMU Police Department is responsible for maintaining all records related solely to law enforcement subject to production under the PIA. The Police Department is open to the public from 8:30 a.m. to 5 p.m., Monday through Friday and closed on weekends and University holidays.

1. Requests

All requests submitted under the PIA must be in writing and can be made as follows:

In Person (during normal business hours)	Public Information Officer Police Department Patterson Hall 3128 Dyer St., Suite 212 Dallas, TX 75205
By Mail	Public Information Officer Southern Methodist University Police Department PO Box 750334 Dallas, TX 75275-0334
By Fax	(214) 768-4126 Attn: Public Information Officer
By Email	publicinformation@smu.edu

All correspondence must be clearly marked “Public Information Request.” Be sure to include:

- Your name,
- Your mailing address,
- Your phone number, and
- A list/description of the records you need, preferably with dates. The more accurate and specific you can be, the faster the records can be located.

Requests may also be submitted using [this form](#).

2. Response to Requests

The Police Department will review all written requests for public records and respond to the requestor within 10 business days. In response to a request, the Police Department may

- Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;
- Request a ruling from the Office of the Attorney General regarding any information the SMU Police Department wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor; or Segregate public information from information that may be withheld due to current laws and provide the public information promptly.

3. Fees/Charges

The requestor can choose whether to inspect the requested information at the Police Department during regular business hours at no cost, receive or make copies of records for a fee, or both. There is no charge for a request of 50 pages or less whether produced in hard copy or electronic format. Otherwise, fees will be calculated in accordance with [Section 70.3 of the Texas Administrative Code](#). The requestor will receive a written statement of estimated charges when charges will exceed \$40, in advance of work being started, and have the opportunity to modify the request in response to the itemized statement. Payment must be made by cash. If you have any questions, contact the Public Information Officer at (214) 768-3388.

B. Related Links

Additional information on the PIA and Senate Bill 308 can be found at the following links:

[Texas Government Code, Chapter 552](#)

[Texas Senate Bill 308](#)

[Public Information Handbook 2014](#) (PDF)