



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
Administrative Procedures

C – Business and Support Services No. 45	C45
Revised: October 14, 2021	
Posted: October 25, 2021	

REQUESTS FOR PUBLIC POLICE REPORTS

This procedure outlines the process to be followed to initiate a Request for a Public Police Report written by an SAISD Police Officer.

A. How do I request a copy of a police report?

A request for a copy of a police report shall be made to the SAISD Police Dept. on SAISD’s approved form C45-A “Request for Public Police Report” during regularly scheduled business hours of 8 a.m. through 4 p.m. Monday through Friday with the exception of holidays. The request form may be submitted in person at the Police Dept. Office, submitted via fax (210) 228-4612, or e-mail to pdreports@saisd.net.

B. How soon, after the reported incident, may I request a copy of the police report?

A request for a copy of a police report will be accepted any time after the incident has occurred. A minimum of 7 business days to process the request is required; some reports may take longer. This does not include weekends or holidays. Once the report is available, it may be picked up in person and the fee mentioned below will be collected.

C. What type of information will be available on the report?

The State of Texas does regulate the type of information to be released. Information that is typically available will include reports compiled/written for offenses committed, incidents, accidents and other requests for service/assistance. Information to be released will only be that information allowed under laws and regulations of the State of Texas.

D. Reports released are “Public Copy,” reports.

Reports that are released will have some redacted information, as required and authorized by law.

E. Is there a cost/fee for the report which has been requested?

Yes, the processing fee for the report is \$5.00 per report. The fee shall be paid by cash or credit card. Checks are not accepted.

References: Board Policy(ies) [GBA](#)

Questions regarding this procedure should be addressed to:

SAISD Police

514 W. Quincy St., San Antonio, Texas 78212
(210) 354-9050