



DEL RIO POLICE DEPARTMENT
REQUESTS FOR PUBLIC INFORMATION BY MEDIA OR GENERAL PUBLIC

MEDIA/CIVILIAN REQUESTS FOR PUBLIC INFORMATION

Effective immediately, all **media requests for public information and / or general public requests for public information** will be processed through the City of Del Rio City Secretary's office. Media should make all efforts to also notify the City of Del Rio Communications and Marketing Department of such requests being made at the time of the request to the City Secretary's office.

Upon completing the request for information form, the City Secretary's office will provide the public report to the requestee promptly but no later than 10 business days of such request, in accordance with the Public Information Act, which may require a determination by the Texas Attorney General prior to release.

INCIDENT BLOTTER/ARREST INFORMATION REQUESTS

Media outlets or civilians wishing to obtain **incidents' blotter information and arrest information** may request an activity log from the Del Rio Police Department Records Division with the specific dates of activity.

PUBLIC REPORTS/ACCIDENT REPORTS

All other media and public requests for **Public Reports and Accident Reports** will continue to be processed by the Del Rio Police Department Records Division.

PRESS RELEASES

All **Press Releases** relating to a matter of public interest will be distributed as determined by the Public Information Officer (PIO) with the approval of the Chief of Police or his/her designee.

PRESS CONFERENCE/ MEDIA BRIEFINGS

The PIO will arrange a press conference when the Chief of Police, or the designee determines it is necessary to disseminate information concerning police or criminal activities that are of broad public concern. Criminal activity, such as, but not limited to:

- Incident where officers are involved in heroic or lifesaving actions, officer involved shootings or in custody deaths.
- Homicides or suspicious deaths
- Major disturbances, riots, etc.
- Sniper, barricaded subjects, or hostage situations
- Bomb-related incidents
- Arrests involving prominent persons
- Any other incident where notification of the PIO is deemed necessary or desirable by the on-scene Police Department Supervisor to handle media requests.