

June 11, 2018

Mindy Schwalm  
Public Information Officer  
Ellis County Sheriff's Department  
300 South Jackson Street  
Waxahachie, Texas 75165

via email: [mindy.schwalm@co.ellis.tx.us](mailto:mindy.schwalm@co.ellis.tx.us)

RE: Public Information Request for Disability Policies, Practices, Procedures, and Training

Dear Ms. Schwalm:

Pursuant to Chapter 552 of the Texas Government Code, I respectfully request all documents pertaining to Ellis County Sheriff's Department policies, practices, procedures, and training for accommodating people with disabilities. For this request, "document" includes not only pieces of paper such as manuals, directives, reports, and memos; but also electronic documents, power points, audios, and videos.

If you will not produce any documents voluntarily, please set forth your reasons in writing for the denial. Even if some information is not produced, please make sure to send me any information that you deem to be public information as soon as possible.

In order to save costs, please feel free to scan any documents and send them in a digital format. Ideally, you may e-mail the public information requested above to me at [wyang@tlsc.org](mailto:wyang@tlsc.org). If you prefer, you may send mail to me at 2101 S. IH 35 Frontage Road, Suite 300, Austin, TX 78741.

I am part of a non-profit, tax-exempt organization with limited financial resources, and those whom we assist and represent are low-income individuals. We will use the requested information without charge to anyone. Accordingly, I respectfully request, pursuant to Section 552.267 of the Government Code of Texas, that you waive any fees associated with this records request. If you elect not to waive the fees and the cost of copying exceeds \$25, please advise me of the actual costs so that I can make arrangements.

If you have any questions, please do not hesitate to direct them to the address above or to (512) 637-5566. Thank you for your time and attention in this matter.

Sincerely,



Wayne Krause Yang