



COCKRELL HILL FIRE MARSHAL'S OFFICE

Open Records Request - Body Camera Recordings

Requestor Name: _____ Date: _____

Address: _____ Phone: _____

The Occupations Code section 1701.661 requires all of the information requested below submitted by the requestor for body camera recordings (items marked with *). Failure to provide all of the information required is cause to deny fulfillment of the request. Further, the law enforcement agency may withhold information that is or could be used as evidence in a criminal prosecution or that is subject to any exceptions to disclosure under the law, or is considered confidential. No portion of a recording may be released that is made in a private space. A recording may not be released involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in arrest, without written authorization from the person who is the subject of that portion of the recording or, if the person is deceased, from the person's authorized representative. The agency has twenty (20) working days to fulfill this request.

*Date and approximate time of the recording: _____

*Specific location where the recording occurred: _____

*Name of one or more persons who are the subject of the recording: _____

Report number or event number if known: _____

I understand that this is an Official Government Document and subject to any criminal or civil penalties for providing false information or documentation to obtain the requested item(s). Further, I acknowledge that there is a charge of \$10.00 per recording for this request and an additional fee of \$1.00 per full minute of body worn camera video or audio footage for this request, with limited exceptions.

Requestor's signature _____

For Administrative Purposes Only

Y N

- Deadly force by police officer?
- If yes, all criminal matters finally adjudicated/admin investigations closed?
- Withhold under 552.108 of Government Code?
- Information that is or could be used as evidence in a criminal prosecution?
- Withhold under 552.301 of Government Code?
- Exception to disclosure under Chapter 552, Government Code or other law?
- Private space redaction?
- Conduct misd/fine only without arrest?
- Recording conf. because not required to be made or serves no LE purpose?

Applicable Fees: _____

Date Completed: _____

Released to: _____

Released by: _____

Notes: