



COCKRELL HILL FIRE MARSHAL'S OFFICE

4125 West Clarendon Drive | Dallas, Texas 75211 | P: (214) 330-6333 | E: fmo@cockrellhillfire.org

BODY WORN CAMERA RECORDING REQUEST

Open records request under Texas Occupations Code Chapter 1701, Subchapter N, and Texas Government Code Chapter 552

1. REQUESTOR INFORMATION

Requestor Name _____ Date of Request _____

Organization (if any) _____ Phone _____

Mailing Address _____

Email Address _____

I would like to receive the recordings by: ☐ Electronic delivery (email link) ☐ Pick up ☐ Mail

2. RECORDING INFORMATION

** Required by Occupations Code Section 1701.661(a)*

* Date of Recording _____ * Approximate Time _____

* Specific Location Where the Recording Occurred _____

* Name of One or More Persons Known to Be a Subject of the Recording _____

Report or Incident No. (if known) _____ Officer Name or Badge No. (if known) _____

Other details that will help us find the recording: _____

A request missing any required item cannot be processed. You may submit a new request for the same recording with the missing information (Section 1701.661(b)).

3. NOTICE TO REQUESTOR

- **Submitting a request.** Email this form to fmo@cockrellhillfire.org, or mail or deliver it to the Cockrell Hill Fire Marshal's Office, 4125 W. Clarendon Dr., Cockrell Hill, Texas 75211.
- **Private spaces and fine-only offenses.** No part of a recording made in a private space, such as a home, or of an investigation of a misdemeanor punishable by fine only that did not result in an arrest, may be released without written authorization from the person who is the subject of that part of the recording, or from that person's authorized representative if the person has died (Section 1701.661(f)). The subject may sign the authorization in Section 5.
- **Use of deadly force.** A recording of a peace officer's use of deadly force, or one related to an administrative or criminal investigation of an officer, may not be released until all related criminal matters have been finally adjudicated and all related administrative investigations have concluded, unless the agency determines that release furthers a law enforcement purpose (Section 1701.660).
- **Information that may be withheld.** A recording or part of a recording may be withheld if it is or could be used as evidence in a criminal prosecution, if another exception in Government Code Chapter 552 or other law applies, or if it is confidential. Confidential information may be redacted (Section 1701.661(d), (e)). A recording that was not required to be made and does not relate to a law enforcement purpose is confidential (Section 1701.661(h)).
- **Timing.** Recordings are provided promptly. If the agency asks the Texas Attorney General for a ruling, it has 20 business days after receiving your request to do so (Section 1701.662). A voluminous request has until the 20th business day for production. A voluminous request is one for recordings of more than five separate incidents, more than five separate requests from the same person within 24 hours, or requests from the same person within 24 hours totaling more than five hours of footage (Section 1701.663).
- **Charges.** \$10.00 per recording and \$1.00 per full minute of video or audio footage, unless the identical recording has already been obtained by a member of the public. There is no charge for a recording you are not permitted to receive. The agency may waive or reduce the charge if doing so is in the public interest (1 Texas Administrative Code Section 70.13).

BODY WORN CAMERA RECORDING REQUEST (continued)

Requestor Name _____

4. ACKNOWLEDGMENT

I understand that this is an official government document and that providing false information or documentation to obtain the requested recordings may result in criminal or civil penalties. I understand that there is a charge of \$10.00 per recording and \$1.00 per full minute of body worn camera video or audio footage for this request, with the limited exceptions listed above.

Requestor Signature _____ Date _____

5. AUTHORIZATION FOR RELEASE*Occupations Code Section 1701.661(f)*

Complete only if the recording was made in a private space or involves a fine-only misdemeanor that did not result in an arrest. This section must be signed by the person who is the subject of the recording, not the requestor, unless they are the same person.

I am: ☐ The subject of the recording ☐ The authorized representative of a deceased subject

Name of Person Signing _____ Phone _____

If a representative, name of the deceased subject _____

I authorize the Cockrell Hill Fire Marshal's Office to release the portion of the body worn camera recording described in Section 2 in which I am the subject (or in which the deceased person I represent is the subject) to the requestor named in Section 1.

Signature of Subject or Representative _____ Date _____

FOR ADMINISTRATIVE PURPOSES ONLY**Y N**

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| ☐ ☐ | Use of deadly force by an officer, or related to an investigation of an officer? (1701.660(a)) |
| ☐ ☐ | If yes: criminal matters finally adjudicated and administrative investigations concluded? |
| ☐ ☐ | If no: does release further a law enforcement purpose? (1701.660(b)) |
| ☐ ☐ | Is or could be used as evidence in a criminal prosecution? (1701.661(d)) |
| ☐ ☐ | Withhold under Government Code 552.108? |
| ☐ ☐ | Other exception under Chapter 552 or other law? (1701.661(e)) |
| ☐ ☐ | AG ruling requested? (552.301, due by 20th business day, 1701.662) |
| ☐ ☐ | Made in a private space? If yes, written authorization on file? |
| ☐ ☐ | Fine-only misdemeanor without arrest? If yes, written authorization on file? |
| ☐ ☐ | Not required to be made and no law enforcement purpose? (1701.661(h)) |
| ☐ ☐ | Voluminous request? (1701.663) |

Date Received _____
Received By _____
20th Business Day _____
No. of Recordings _____
Total Full Minutes _____
Total Fees \$ _____
Receipt No. _____
Date Completed _____
Released To _____
Released By _____
☐ Fee waived or reduced

Notes _____