



# GAINESVILLE POLICE DEPARTMENT



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### **Public Information Request**

Open Government-Public Information-TX Government Code 552.021

[PLEASE PRINT]

DATE: \_\_\_\_\_

NAME/BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Information requested under the Texas Public Information Act, Texas Government Code, Chapter 552 (***Please be specific, or clarification will be required: i.e. 9-1-1 recordings, citations, offense/incident reports, call logs, arrest reports, photos/videos***)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: To request a copy of a body worn camera recording, you MUST also complete the back of this page.**

Records must exist; the Department will not compile information or create documents. The Police Department will strive to furnish all approved information within ten (10) working days depending upon the workload of employees and complexity of items requested.

Copies - \$.10 per standard size page or part of page up to 50 pages. For 50 or more pages, the charge is \$.10 per page plus personnel time. (Per Texas Administrative Code – Chapter 70)  
Information requiring extensive research charged at \$15.00 per hour

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

10 working day deadline: \_\_\_\_\_ OAG Request: \_\_\_\_\_  
Holiday(s) noted in deadline timeline: \_\_\_\_\_

**Body worn cameras are subject to Chapter 1701 of the Texas Occupations Code.**

Sec. 1701.661. RELEASE OF INFORMATION RECORDED BY BODY WORN CAMERA.

(a) A member of the public is required to provide the following information when submitting a written request to a law enforcement agency for information recorded by a body worn camera:

- (1) the date and approximate time of the recording;
- (2) the specific location where the recording occurred; and
- (3) the name of one or more persons known to be a subject of the recording.

(b) A failure to provide all of the information required by Subsection (a) to be part of a request for recorded information does not preclude the requestor from making a future request for the same recorded information .

I, \_\_\_\_\_, am requesting a copy of a body worn camera recording.

- 1. Date and approximate time of the recording \_\_\_\_\_
- 2. Specific location where the recording occurred \_\_\_\_\_
- 3. Name of one or more persons known to be a subject of the recording

\_\_\_\_\_

\_\_\_\_\_

Signature of requestor \_\_\_\_\_

NOTE:

Pursuant to the Texas Occupations Code Sec 1701.661 (c) (d), information recorded by a born worn camera and held by a law enforcement agency is not subject to the requirements of Section 552.021 TX Government Code unless it is or could be used as evidence in a criminal prosecution.

Pursuant to the Texas Occupations Code Sec. 1701.661 (f), in certain circumstances a law enforcement agency may not release any portion of a recording made from a body worn camera without written authorization from the person who is the subject of the recording or, if the person is deceased, from the person's authorized representative. Upon our review of your request, the Gainesville Police Department will notify you if the situation requires the completion of an Authorization to Release a Body Worn Camera Recording form.

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

10 working day deadline: \_\_\_\_\_ OAG Request: \_\_\_\_\_

Holiday(s) noted in deadline timeline: \_\_\_\_\_