



BONHAM POLICE DEPARTMENT

301 E. 5th St., Bonham, Texas 75418
Records Clerk – Natalie Massey
Non-Emergency Line: 903-583-2141
FAX: 903-640-4108
Email: n.massey@bonhampd.com



Public Information Request

Open Government – Public Information – TX Government Code 552.021

DATE: _____

NAME/BUSINESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____

Information requested under the Texas Public Information Act, Texas Government Code, Chapter 552
(Please be specific, or clarification will be required: i.e. 911 recordings, citations, offense/incident reports, call logs, arrest reports, photos/videos.)

NOTE: To request a copy body-cam or dash-cam footage, you MUST also complete page 2.

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.

Cost: per Chapter 70 of the Texas Administrative Code – For 50 or more pages, the charge is \$.10 per page plus personnel time. Information requiring extensive research is charged at \$15.00 per hour.

REQUEST FOR COPY OF BODY WORN CAMERA / DASH CAMERA RECORDING

TEXAS OCCUPATIONS CODE Sec. 1701.661

RELEASE OF INFORMATION RECORDED BY BODY WORN CAMERA / DASH 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 or dash 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 record information.

I, _____, am requesting a copy of body cam / dash cam recording.

- 1. Date and approximate time of recording _____
- 2. Specific location where 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 body 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 Bonham Police Department will notify you if the situation requires the completion on an Authorization to Release a Body Worn Camera Recording form.

COST:

Texas Administrative Code Title 1, Part 3, Chapter 70, Rule 70.13 authorizes a law enforcement agency to charge \$10.00 per recording that is responsive to a Public Information Request, additionally a rate of \$1.00 per full minute of body worn camera video or audio footage responsive to the request if not prohibited under an exception.

Public Information Act

Section 552.261

RULE §70.10 The Attorney General Charge Schedule

\$0.10 per page for paper copies

\$1.00 per CD

\$3.00 per DVD

\$15.00 per hour (labor)

Postage (Actual Cost)

RULE §70.13 Fee for Obtaining Copy of Body Worn Camera Recording

\$10.00 per recording responsive to the request for information; and

\$1.00 per full minute of body worn camera video or audio footage responsive to the request for information, if identical information has not already been obtained by a member of the public in response to a request for information.

*** Body worn camera video or audio footage and/or Dash camera video or audio footage may only be copied in it's entirety. Footage will not be altered, cropped or otherwise edited.*