



# REQUEST FOR BODY CAMERA VIDEO

## How To Request Body Worn Camera Video:

- Email: [lolli.hodge@portlandtx.gov](mailto:lolli.hodge@portlandtx.gov)
- Mail: Crime Records Analyst Attn: Lolli Hodge  
1902 Billy G. Webb Dr.  
Portland, TX 78374
- In person w/completed form
- Fax: 361-777-4754 \* Direct
- 361-361-777-4445 \* Main

## FEES:

The fee for body camera video is \$10.00 per video and \$1.00 per minute of recording. [TAC Rule 70.13] Videos shall be released upon payment.

I would like recordings on a USB-\$6.00  CD-\$1.00  or DVD-\$3.00

I wish for records to be: Picked up  Mailed (standard postage fees apply)

## TEXAS STATE LAW

Name of Requestor/Business: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**The following information is required for the city to release any body camera footage under Texas Occupations Code, Section 1701.661. Provision of this information does not guarantee that such footage will be released as some footage may contain confidential information.**

Date: \_\_\_\_\_ Approximate Time: \_\_\_\_\_ of Recording.

Specific location where recording occurred: \_\_\_\_\_

Name of one or more persons who are subjects of the recording: (excludes police officer name)  
\_\_\_\_\_

## 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.

**Section 1701.662** also extends the ten and fifteen business day deadlines associated with requesting a ruling from the attorney general to twenty and twenty-five business days, respectively.<sup>567</sup> Additionally, a governmental body that receives a “voluminous request” for body-worn camera recordings is considered to have complied with the request if it provides the information no later than twenty-one business days after it receives the request.

- The city must have written authorization from the person who is the subject of the video footage if: (a) video was recorded in a private place; or (b) involves investigation of conduct of a fine only offense. [1702.661(f)].
- It is a crime to release video without the permission from the agency.
- A video of a use of deadly force by an officer or the investigation of an officer cannot be released to the public until all criminal and administrative process have been completed.

**OFFICE USE ONLY:** Date Rec'd: \_\_\_\_\_ Staff Rec'd: \_\_\_\_\_ Footage Located: \_\_\_\_\_

Reviewed for Confidential Info: \_\_\_\_\_ Released: \_\_\_\_\_

Paid: \_\_\_\_\_ AG Opinion: \_\_\_\_\_ AG Opinion Rtn: \_\_\_\_\_