

**CITY OF THE COLONY
POLICE DEPARTMENT
REQUEST FOR BODY CAMERA VIDEOS**

PLEASE PRINT ALL INFORMATION

Every effort is made to expedite all requests for disclosure of public information; however, due to personnel demands and schedules, there are incidents when the disclosure of information may take the time allowed by law.

Today's Date: _____ Report Number (if known): _____

Requestor's Name: _____

Contact Address: _____

Contact Phone #: _____

Pursuant to Senate Bill 158, body camera videos can only be released to individuals who provide all of the following information:

- The date and time of the incident:

- The specific address, highway or street where the recording occurred:

- The name of person(s) involved in the incident:

Signature of Requestor

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Received: _____ By: _____

Staff Comments: _____

Date Disclosed to Requestor: _____ Total Cost _____
Logged In: _____ Receipt # _____

BILLING FORM

I.	STANDARD PAPER COPY (up to and including 8 ½"x14") reproduced by copier or computer printer		
A.	50 pages or less of readily available Information	_____ at 10¢ per page	\$ _____
B.	50 pages or more of readily available Information subject to personnel and Overhead charges (both sides)	_____ at 10¢ per page	\$ _____
II.	OFF-SITE RECORDS		
	Actual cost to the City for retrieval		\$ _____
III.	PERSONNEL COSTS		
	Allowable hourly rate (not charged for 50 pages or less of readily Available information)	_____ at \$15.00/hr.	\$ _____
IV.	OVERHEAD COSTS		
	Calculated at 20% of the personnel costs (not charged for 50 pages or less of readily Available information)	_____ at x 20%	\$ _____
V.	POSTAL CHARGES	Actual cost	\$ _____
VI.	NON-STANDARD COPY		
A.	CD	_____ at \$1.00 each	\$ _____
B.	Oversized paper copy (11x17;green bar)	_____ at 50¢ each	\$ _____
C.	DVD	_____ at \$3.00 each	\$ _____
D.	Body Cam Video	_____ at \$10.00 each	\$ _____
X.	MISCELLANEOUS SUPPLIES	_____ Actual cost	\$ _____
	TOTAL CHARGES (Transaction Code 702)		\$ _____

WAIVER

The City of The Colony reserves the right to waive fees for the cost of a copy or copies requested by a city official, city employee, or other governing entities (local, state, or federal). The City of The Colony reserves the right to waive fees for the cost of a copy or copies in an amount less than \$1.00.

PLEASE NOTE:

A deposit SHALL be required from anyone requesting more than copies for which the estimated cost is \$100.00 or more. The amount of the deposit shall not exceed the estimated actual cost of the copies themselves.