



City of Lago Vista Police Department  
Open Records Request – Body Camera Recordings

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

The Occupations Code section 1701.661 requires all of the information requested below submitted by the requestor for body camera recordings (items marked with \*). Failure to provide all of the information required is cause to deny fulfillment of the request. Further, the law enforcement agency may withhold information that is or could be used as evidence in a criminal prosecution or that is subject to any exceptions to disclosure under the law, or is considered confidential. No portion of a recording may be released that is made in a private space or of a recording involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in arrest, without written authorization from the person who is the subject of that portion of the recording or, if the person is deceased, from the person's authorized representative. The City will need written authorization of the person in the video before it can be released. An authorization form is attached. The agency has twenty (20) working days to fulfill this request.

\*Date and approximate time of the recording: \_\_\_\_\_

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

\*Name of one or more persons who are the subject of the recording: \_\_\_\_\_

Report number or event number if known: \_\_\_\_\_

***I acknowledge that there is a charge of \$10.00 per recording for this request and an additional fee of \$1.00 per full minute of body worn camera video or audio footage for this request, with limited exceptions.***

\_\_\_\_\_  
Requestor's signature

FOR ADMINISTRATIVE PURPOSES ONLY

Y

N

\_\_\_\_\_  
Deadly force by police officer?

\_\_\_\_\_  
If yes, all criminal matters finally adjudicated/admin investigation closed?

\_\_\_\_\_  
If yes, any civil litigation pending or anticipated?

\_\_\_\_\_  
Related to any pending investigation?

\_\_\_\_\_  
If yes, withhold under 552.108?

\_\_\_\_\_  
Related to a case that did not end a conviction or deferred adjudication?

\_\_\_\_\_  
If yes, withhold under 552.108?

\_\_\_\_\_  
Exception to disclosure under Gov't Code 552, or other law?

\_\_\_\_\_  
If yes, seek permission to withhold pursuant to 552.301?

\_\_\_\_\_  
Recorded in a private space or involving fine only investigation?

\_\_\_\_\_  
If yes, is there written authorization to release?

\_\_\_\_\_  
Recording confidential because not required and does not relate to law enforcement purpose?

Applicable Fees: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Released to: \_\_\_\_\_

Released by: \_\_\_\_\_

Notes:



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**Written Authorization to Release Private Recordings**  
**Texas Occupations Code 1701.661(f)**

I, \_\_\_\_\_ **[name of the subject of recording]** am the  
subject of a body-worn camera recording that was recorded at  
\_\_\_\_\_ **[specific location where the recording**  
**occurred]** on \_\_\_\_\_, 20\_\_ **[date of recording]** at approximately  
\_\_\_\_\_ **[time of the recording]**. I understand that this recording was made in a  
private space, or is a recording involving the investigation of conduct that constitutes a  
misdemeanor punishable by fine only and did not result in arrest, and hereby authorize the Lago  
Vista Police Department to release this recording in its entirety to  
\_\_\_\_\_ **[name of the person requesting recording]**.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**[Signature of Subject of the Recording]**