

Procedure for Open Records Requests

- A. Persons desiring to inspect or copy records of the City of Longview Police Department must make a written request for the desired records. The request shall identify the specific record(s) being requested. In addition, it is preferable that the request identifies the name; address and phone number of the applicant so that the City may contact the requestor with the response to the request. The department receiving a written request for records shall ensure that the request is marked with the date on which it was first received by the City.

The Longview Police Department Open Records Request forms may be used, but all forms of written requests are acceptable.

- B. Applications for inspection of or copying of records may be made through the mail, e-mail, by fax, or in person. The Custodian of Records shall review the application to determine the following:
1. Whether the record being requested exists;
 2. Whether the record is available, in use, or in storage; and,
 3. Whether the record is subject to disclosure under state, federal, and local laws.

If a question exists as to whether the record is subject to disclosure, the record shall be referred to the City Attorney's Office for review.

- C. Upon completion of the review, the Custodian of Records shall notify the applicant of the results of the review.
- D. The Custodian of Records shall provide a requestor with written notice of actual estimated charges to the extent such notice is required by the Texas Public Information Act. The Custodian of Records may require a deposit in advance in accordance with the rules of the Texas Government Code and Public Information Act.

THE EIGHTY-FOURTH TEXAS LEGISLATURE PASSED SENATE BILL 158, WHICH BECAME EFFECTIVE ON SEPTEMBER 1, 2015. SENATE BILL 158 ADDED SUBCHAPTER N TO CHAPTER 1701 OF THE TEXAS OCCUPATIONS CODE, RELATED TO POLICE OFFICERS' BODY-WORN CAMERAS. AMONG OTHER THINGS, SENATE BILL 158 REQUIRES A MEMBER OF THE PUBLIC TO PROVIDE THE INFORMATION REQUESTED ABOVE IN ORDER TO RECEIVE A COPY OF ANY VIDEO RECORDED BY A POLICE OFFICER'S BODY WORN CAMERA. IN ADDITION, SENATE BILL 158 MAKES CONFIDENTIAL ANY RECORDING FROM A BODY-WORN CAMERA THAT DOCUMENTS THE USE OF DEADLY FORCE OR THAT IS RELATED TO AN ADMINISTRATIVE OR CRIMINAL INVESTIGATION OF AN OFFICER UNTIL ALL CRIMINAL MATTERS ARE FINALLY ADJUDICATED AND ALL ADMINISTRATIVE INVESTIGATIONS COMPLETED. HOWEVER, A LAW ENFORCEMENT AGENCY MAY CHOOSE TO RELEASE SUCH INFORMATION IF DOING SO FURTHERS A LAW ENFORCEMENT PURPOSE. THIRDLY, BEFORE A LAW ENFORCEMENT AGENCY RELEASES A BODY-WORN CAMERA RECORDING THAT WAS MADE IN A PRIVATE PLACE OR IN CONNECTION WITH A FINE-ONLY MISDEMEANOR THAT DID NOT RESULT IN ARREST, SENATE BILL 158 REQUIRES THE AGENCY TO RECEIVE AUTHORIZATION FROM THE PERSON WHO IS THE SUBJECT OF THE RECORDING, OR IF THAT PERSON IS DECEASED, FROM THE PERSON'S AUTHORIZED REPRESENTATIVE. FINALLY, UNDER SENATE BILL 158, ANY BODY WORN CAMERA RECORDING THAT WAS NOT REQUIRED BY LAW OR POLICY AND THAT DOES NOT RELATE TO A LAW ENFORCEMENT PURPOSE IS CONFIDENTIAL.

PLEASE BE AWARE THAT THERE ARE PROVISIONS OF LAW OTHER THAN SENATE BILL 158 THAT MAY AUTHORIZE OR REQUIRE A LAW ENFORCEMENT AGENCY TO WITHHOLD VIDEO FROM A BODY WORN CAMERA.



Open Records Body Camera Video Request

DATE REQUESTED: _____

I, _____, do hereby make application for inspection/duplication of the following public body worn camera footage of the City of Longview Police Department:

*** REQUIRED INFORMATION**

CASE NUMBER: _____

*NAME OF INVOLVED PARTY(IES): _____

NAME OF INVOLVED PARTY(IES): _____

NAME OF INVOLVED PARTY(IES): _____

*DATE & TIME OF INCIDENT: _____

*SPECIFIC LOCATION OF INCIDENT: _____

"THE EIGHTY-FOURTH TEXAS LEGISLATURE PASSED SENATE BILL 158, WHICH BECAME EFFECTIVE ON SEPTEMBER 1, 2015. SENATE BILL 158 ADDED SUBCHAPTER N TO CHAPTER 1701 OF THE TEXAS OCCUPATIONS CODE, RELATED TO POLICE OFFICERS' BODY-WORN CAMERAS. AMONG OTHER THINGS, SENATE BILL 158 REQUIRES A MEMBER OF THE PUBLIC TO PROVIDE THE INFORMATION REQUESTED ABOVE IN ORDER TO RECEIVE A COPY OF ANY VIDEO RECORDED BY A POLICE OFFICER'S BODY WORN CAMERA. PLEASE BE AWARE THAT THERE ARE SEVERAL PROVISIONS OF LAW THAT AUTHORIZE OR REQUIRE A LAW ENFORCEMENT AGENCY TO WITHHOLD VIDEO FROM A BODY WORN CAMERA."

REQUESTOR INFORMATION

PRINTED NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

EMAIL ADDRESS: _____

I agree to accept these records as is, with all mandatory confidential information redacted (blacked out) by the Custodian of Records without requesting an opinion from the Attorney General's Office.

Signed: _____ Date: _____

Options for Submission:

Email: LPDOpenRecords@longviewtexas.gov

Drop Off: Longview Police Department Records 302 W Cotton St, Longview, TX 75601

Fax: 903-757-5560

Mail: P.O. Box 1952, Longview, TX 75606