

Fowler Police Department Body-Worn Camera Video Public Records Request

This form is **ONLY** to be used to request body-worn camera video that is in the legal custody or control of the Fowler Police Department

Instructions:

Requests can be made in writing, in person, or via email. All information requested on this form must be provided regardless of the method of request. Incomplete requests will not be honored. All forms must be signed before the request will be processed. **Only videos that are clearly defined as public records will be released.** You will be contacted within three (3) business days to acknowledge receipt of your request. **You will be contacted in writing if the requested video cannot be located, no longer exists, or is not a public record. Requests can be picked up between 9am-4pm Monday-Thursday when they are ready.**

In writing: Type or use black ink only. You may

1. Fax to (719)263-5845
2. Mail to:
Fowler Police Department-BWC's
114 E Cranston Ave.
Fowler, CO 81039

Via email: After completing the form, save a copy for your records and send an email to **town_clerk@fowlercolorado.com** with your completed form as an attachment.

In person: Bring the completed form to the Fowler Police Department at the address above.

Requestor Information (information with an asterisk (*) is required).

Name *: _____ Company Name (if applicable) _____

Mailing Address *: _____ Phone Number*: _____

Email address: _____ Incident Number*: _____

BWC Video Description – If you do not have an incident number, identify the video you are requesting by providing a specific date, location, and officer information. Please be as specific as possible to assist staff in locating the video. Define the content and narrow the scope as much as possible since videos can be lengthy. Records Tech may contact you for clarification or additional information.

By signing below, I certify that the information above is true and correct to the best of my knowledge. I also understand that there is a fee for redacting and copying the video and that its release is contingent upon full payment. By Colorado state law some videos may not be a public record.

Date _____

X _____

Requestor signature required

BODY-WORN CAMERA FEE SCHEDULE

Research and Redaction Processing

\$30.00 per hour

* Processing requires full playback of each video by the processing technician *before* redaction begins to verify the involvement of each party in the footage and ensure the footage is redacted in accordance with Colorado law. Please keep this in mind when requesting footage from multiple BWCs or for footage for long timeframes. Payment Of ½ down is required before request is processed.

(1 hour minimum, in addition to cost of drive/disc)

32 GB Thumb Drive

\$10.00 per drive needed to fulfill request

Charges apply on the footage that is provided on an external drive. No outside drives accepted. If total file size for the request exceeds 32 GB, additional drives will be used.)

Mailing of Records – please note that request must be paid for in full prior to mailing

\$3.00

Charges: _____ (no. of hours) x \$30.00 per hour

\$ _____

Charges: _____ (no. of external drives) x \$10.00 per drive

\$ _____

Total:

\$ _____

Reasons for denial of request:

This Department will not release records under CCJRA unless the requestor signs a statement affirming that the records have been received and that the records will not be used for the direct solicitation of business for pecuniary gain. Section 24-72-305.5, C.R.S.

Date _____

X

Requestor signature required