



White Settlement Police Department

8900 Clifford Street White Settlement, TX 76108

Email request to: Records@wspd.us

In order to better assist you, please fill out this service request form as much as possible

Today's Date: _____

Time: _____

Name: _____

Phone Number: _____

Your complete home address: _____

Your Driver's License Number or ID Number: _____

Name of VICTIM or DRIVER: _____

E-mail: _____

Offense Service Number: _____ Offense Date: _____

_____ **Speak with a Police Officer About:** _____

- _____ USB – Thumb Drive-----\$10.00
- _____ Offense Report-----\$0.00
- _____ Background Check (only on yourself) -----\$5.00
- _____ Clearance Letter (In House Only) -----\$5.00
- _____ 911 – Recording CD: -----\$3.00
- _____ Body Camera Video DVD-----\$10.00 per recording plus \$1.00 per full minute
- _____ Finger Printing: -----\$10.00 per card (White Settlement Residents Only)

_____ Accident Report: -----\$6.00 (Must provide us with two of the following three pieces of information:

Date of accident _____ Specific Address _____

Name of person involved _____

By signing below, you acknowledge you have read and understand the reverse side of this form.

Signature of Requestor: _____

PLEASE DO NOT WRITE BELOW THIS LINE

Employee Name and ID# _____ Cost of Report(s) _____

Request Due Date: _____ (10 Business Days)



**A TEXAS POLICE CHIEF'S ASSOCIATION
RECOGNIZED LAW ENFORCEMENT AGENCY**

Section 552.130 of the Texas Government Code requires that we withhold from public release all Texas vehicle identification numbers. A separate Federal law makes an individual's social security number confidential and requires that it also be withheld from public release. Section 552.147 of the Texas Government Code allows for the immediate removal of social security numbers from reports. Also, under authority of ORD -684 (2009), a previous determination by the Texas Attorney General, the following listed items, if applicable, will be redacted or otherwise withheld from release in response to your request:

- Certain categories of information protected under common law privacy (Texas Government Code, Section 552.101) in conjunction with other parts of the code, Texas Government Code, Section 560.003 (fingerprints); and dates of birth (*Paxton v. City of Dallas*, No. 03-13-00546-CV, 2015 WL 3394061)
- Financial information (Texas Government Code, Section 552.136)
- Driver's license numbers (Texas Government Code, Section 552.130)
- Account numbers and access device numbers (Texas Government Code, Section 552.136)

Some documents, or portions thereof, are subject to non-disclosure under Chapter 552 of the Texas Government Code Public Information Act, Texas Family Code, Texas Health and Safety Code, and other state and federal laws.

How to appeal the withholding of information under Gov't Code section 552.130

If you wish to appeal the withholding of information discussed on the previous page, you must send the following to the attorney general:

- 1) a signed, written statement indicating your wish to appeal the withholding of information;
- 2) the name of the governmental body that withheld information from you;
- 3) the date you made your original request for information; and
- 4) a copy of your original request for information, or if you are unable to provide a copy, a description of your original request for information.

You may also submit written comments stating why you think the information should be released to you, but you are not required to do so.

Send your appeal by mail to the attorney general at:

Open Records Division
P.O. Box 12548
Austin, Texas 78711-2548

Within forty-five business days after receiving all of the above-listed items necessary to file your appeal, the attorney general will issue a written ruling on the matter. You will receive a copy of this ruling in the mail.



White Settlement Police Department

8900 Clifford Street White Settlement, TX 76108

Phone (817) 246-7070 Fax (817) 367-3276

CITY OF WHITE SETTLEMENT

REQUEST FOR BODY CAMERA VIDEO

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.

Body Worn Camera Recording \$10.00 per recording plus \$1.00 per full minute.

Date and Approximate Time of Recording: _____

Specific Location where recording occurred: _____

Name of one or more persons who are subjects of the recording:

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.

Your name: _____ Your phone #: _____

Your email: _____

Please return filled out form to the White Settlement Police Station (8900 Clifford St) or email to records@wspd.us

FOR CITY USE ONLY

Date Rec'd: _____ Staff rec'd: _____

Footage located: _____ Current Investigation: _____

Reviewed for Confidential Information: _____

Released: _____ Fee Paid: ___ AG Opinion requested: _____



A TEXAS POLICE CHIEF'S ASSOCIATION
RECOGNIZED LAW ENFORCEMENT AGENCY