



# BALTIMORE POLICE DEPARTMENT

## BODY WORN CAMERA FOOTAGE REQUEST FORM

DATE

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FORM 375/16

<b>Requestor:</b>	
<b>Address:</b>	
<b>Phone #:</b>	<b>Email Address:</b>
<b>Case Name or Client Name (if applicable):</b>	
<b>Subject:</b>	
<b>Police Report Number (CC#) or CAD#:</b>	
<b>Location of Incident:</b>	<b>Date &amp; Time Frame:</b>
<b>Officer Name:</b>	<b>Officer's Seq#:</b>
<b>Detailed Description of the Incident:</b>	

**PLEASE NOTE:**

*Based on the information provided, the Body Worn Camera (BWC) Administrator will search for the video that is responsive to your described incident.*

*The BWC Administrator makes independent determinations on a case-by-case basis as to the release of any footage requested. The Maryland Public Information Act (MPIA), Annotated Code of Maryland, General Provisions Article ("GP"), § 4-101, et seq. governs this request for BWC footage.*

*Your request for records is an agreement to pay the reasonable costs of producing the records. The reproduction cost associated with producing any one (1) BWC Video File is \$50.00 (i.e., if the incident requested entails two (2) responsive BWC video files, the cost of reproduction is \$100.00).*

*Please return the completed form either by email to [DCU@baltimorepolice.org](mailto:DCU@baltimorepolice.org) or by mail to **Baltimore Police Department/Office of Legal Affairs, c/o Document Compliance Unit** 242 W. 29<sup>th</sup> St., Baltimore MD 21211.*