



CITY OF JASPER POLICE DEPARTMENT



555 SOUTH MAIN STREET, JASPER, TX 75951
(409) 384-3471

PUBLIC INFORMATION REQUEST FEE SCHEDULE

PURPOSE

The Jasper Police Department shall assess charges for copies of public information and related services in accordance with Chapter 552 of the Texas Government Code, Chapter 1701 of the Texas Occupations Code, and the cost rules adopted by the Office of the Attorney General of Texas. Charges may include copy costs, labor, overhead, computer resource charges, programming costs, postage, shipping, and the actual cost of materials used to produce responsive records.

STANDARD COPY CHARGES

- Standard paper copies (8.5" x 11" or 8.5" x 14"): \$0.10 per page
- Double-sided copies: \$0.20 per sheet
- Oversized copies (11" x 17"): \$0.50 per page
- Compact Disc (CD): Actual cost
- Digital Video Disc (DVD): Actual cost
- USB Flash Drive or other storage media: Actual cost

LABOR CHARGES

The department may assess labor charges when personnel time is required to locate, compile, review, redact, reproduce, or otherwise prepare responsive records for release.

- Clerical Staff Labor: \$15.00 per hour
- Information Technology/Programming Labor: \$28.50 per hour
- Overhead: 20% of applicable labor charges

COMPUTER RESOURCE CHARGES

When extensive electronic searches, retrieval, extraction, or processing of electronic records are required, the department may assess computer resource charges as authorized by law.

- Computer Usage: \$1.00 per computer hour

BODY-WORN CAMERA RECORDINGS

Requests for body-worn camera recordings shall be processed in accordance with Chapter 1701 of the Texas Occupations Code and all applicable provisions of the Texas Public Information Act.

Pursuant to Texas Occupations Code §§1701.661–1701.668, a person requesting a body-worn camera recording must provide sufficient information to identify the recording, including:

- The date and approximate time of the recording;
- The specific location where the recording occurred; and
- The name of one or more persons known to be a subject of the recording.

If a request does not contain the information required by law, the Jasper Police Department may deny the request without further action.

Body-worn camera recordings frequently require extensive review and redaction of confidential or protected information. Accordingly, requestors may be assessed charges authorized by law for locating, reviewing, redacting, exporting, converting, reproducing, and delivering requested recordings.

DIGITAL EVIDENCE REQUESTS

Requests for in-car camera recordings, surveillance video, Flock Safety/LPR data, photographs, audio recordings, and other digital evidence shall be subject to charges authorized under the Texas Public Information Act and Texas Administrative Code.

Video and audio recordings often require review and redaction to remove confidential information, including but not limited to:

- Juvenile information;
- Driver's license information;
- Medical information;
- Criminal history information;

- Personal identifying information;
- Information protected by state or federal law.

Labor associated with reviewing, redacting, exporting, reproducing, and delivering digital evidence may be charged as authorized by law.

ELECTRONIC DELIVERY OF RECORDS

Records may be provided electronically through email, secure file transfer, cloud-based download, or other internet-based delivery methods when feasible.

When records are delivered electronically, the Jasper Police Department may assess charges for:

- Labor required to locate, compile, review, redact, convert, upload, or transmit responsive records;
- Information technology or programming labor necessary to retrieve, process, export, or transmit electronic records;
- Actual costs associated with third-party electronic storage or secure file transfer services, when applicable.

The department will not charge for paper copies or physical media when records are transmitted electronically unless physical media is specifically requested by the requestor.

POSTAGE AND SHIPPING

- Postage: Actual cost
- Shipping materials and services: Actual cost

COST ESTIMATES

If estimated charges exceed the amount established by Texas law, the Jasper Police Department shall provide the requestor with a written itemized estimate of charges before processing the request.

The requestor may accept the estimate, modify the request, narrow the request, or withdraw the request.

DEPOSITS AND BONDS

When authorized by Chapter 552 of the Texas Government Code, the Jasper Police Department may require a deposit or bond before work begins on a request.

Processing of the request may be suspended until the required deposit or bond is received.

FREQUENT OR EXTENSIVE REQUESTS

Pursuant to Texas Government Code §552.275, the Jasper Police Department may establish reasonable limits on the amount of personnel time spent producing public information for a requestor during a fiscal year.

If a requestor exceeds thirty-six (36) hours of personnel time during the department's fiscal year in connection with requests for public information, the department may assess charges for additional personnel time as authorized by law.

For purposes of calculating personnel time, the department may include the time spent:

- Locating responsive records;
- Retrieving records from physical or electronic storage;
- Reviewing records for responsiveness;
- Reviewing records for confidential or protected information;
- Redacting confidential or protected information;
- Communicating with the requestor regarding clarification, narrowing, or cost estimates;
- Preparing records for release;
- Uploading, transferring, reproducing, or delivering records.

Before assessing charges under Texas Government Code §552.275, the Jasper Police Department shall provide the requestor with a written statement detailing:

1. The amount of personnel time previously spent producing public information for the requestor during the current fiscal year;
2. The amount of personnel time required to comply with the current request; and
3. An estimate of any charges that may be assessed.

The requestor shall be provided an opportunity to modify, narrow, or withdraw the request before charges are incurred.

Requests submitted by representatives of the news media shall be handled in accordance with applicable provisions of Texas law.

AUTHORITY

All charges assessed by the Jasper Police Department shall be consistent with:

- Texas Government Code Chapter 552;
- Texas Occupations Code Chapter 1701;
- Texas Administrative Code, Title 1, Part 3, Chapter 70;
- Applicable rulings and guidance issued by the Office of the Attorney General of Texas.

A copy of this fee schedule is available on the Jasper Police Department website and will be provided to any requestor upon request.