



Mike Evans, Sheriff

OFFICE OF THE SHERIFF, CALVERT COUNTY

30 Church Street

Prince Frederick, MD 20678

BODY CAMERA FOOTAGE REQUEST FORM

Maryland Code- GENERAL PROVISIONS Title 4: Maryland Public Information Act, grants the right to access records.

FEES:

FIRST TWO (2) HOURS OF PREPARATION.....\$10

EACH ADDITIONAL HOUR THAT EXCEEDS THE FIRST TWO.....\$28

Fees are determined by amount of time required for all research, redaction and reproduction involved in the preparation of the requested Body Camera Footage. Cash, checks or money orders made payable to Calvert County Treasurer are accepted forms of payment. Mail completed form to: Calvert County Sheriff's Office (address above), or leave with the clerk at the front window.

PURSUANT TO MARYLAND LAW:

WE ARE UNABLE TO RELEASE ANY JUVENILE INFORMATION

ANY FOOTAGE RELATING TO INCIDENTS THAT HAVE RESULTED IN CHARGES THAT ARE PENDING COURT ADJUDICATION, REQUIRE AN APPROPRIATE COURT ORDER AND WILL NOT BE RELEASED UNDER THIS REQUEST FORM

ANY FOOTAGE WHICH CONTAINS CONTENT EXCLUDED UNDER SUBTITLE 3-DENIALS OF INSPECTION WILL NOT BE RELEASED UNDER THIS REQUEST FORM

REQUESTS FOR BODY CAMERA FOOTAGE MADE UNDER MD PIA GENERALLY TAKE 30 DAYS TO FULFILL

EACH SECTION BELOW **MUST** BE FILLED OUT BY REQUESTOR, AND MAY CONTAIN ONLY ONE INCIDENT PER FORM

CCSO REPORT/INCIDENT #: _____ DATE REQUEST SUBMITTED: _____

NAME OF REQUESTOR: _____ PHONE #: _____

MAILING ADDRESS: _____ EMAIL: _____

RELATIONSHIP TO SUBJECT OF REPORT: _____

NAME(S) OF SUBJECTS OF REPORT: _____

DATE&TIME OF INCIDENT: _____ LOCATION OF OCCURENCE: _____

NAME OF **EACH** DEPUTY WHOSE FOOTAGE IS BEING REQUESTED: _____

REASON FOR REQUEST: _____

ADMINISTRATIVE USE ONLY

FOOTAGE PREPARED BY: _____ DATE COMPLETED: _____ FEE:\$ _____

FOOTAGE PAID FOR: YES NO AMOUNT PAID :\$ _____ DATE PAID/PICKED UP/MAILED: _____

FOOTAGE RELEASED BY (CCSO) NAME: _____

FOOTAGE MAILED FOOTAGE PICKED UP