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**Tipp City Police Department Public Records Policy**  
***Fees for Video Record Requests (Pursuant to Ohio HB 315)***  
***Effective Date: April 3, 2025***

On January 2, 2025, House Bill 315 was signed into law by Ohio Governor Mike DeWine. The bill allows a state or local law enforcement agency to charge the actual cost of preparing a video for inspection or production. The preparation includes but is not limited to the retrieval, download, review, redaction, time to seek legal advice, and production of the video recorded. Tipp City Police Department, under the City of Tipp City Records Commission, approved a few of \$75.00 per hour with a maximum fee of \$750.00 (10 hours).

The Fee covers all public records requests, FOIA requests, etc., for BWC and Cruiser camera footage. A deposit of \$75.00 for the first hour is required; there is no prorated fee. Cash or Check made out to the City of Tipp City.

**1. Scope:**

- a. This policy applies to all public records requests involving video records (e.g., body camera, cruiser camera, or other video footage) maintained by the Tipp City Police Department (“the Department”) pursuant to R.C. 149.43(B)(1), as amended by House Bill 315.

**2. Fees for Video Records:**

- a. The Department will charge all requesters the “actual costs” of preparing video records for production to offset the considerable time and expenses incurred in retrieving, downloading, reviewing, redacting, uploading, and producing such video records.
- b. The statutory term “a video record” for the purposes of this policy means a video from one source for one start and stop recording (essentially the beginning and end of a distinct incident). For example, three officers responding to an incident will each have “a video record” of that incident from each of their respective body cameras. This will result in an actual cost charge for each video record, in this example, three records.
- c. The amount charged for each video record will be based on the actual cost of the hourly rate(s) of the employee(s) or contractor(s) involved in retrieving, downloading, reviewing, redacting, uploading, and producing the video record requested, but will not exceed \$75.00 per hour of footage from a particular video record. Further, the total amount charged for retrieving, downloading, reviewing, redacting, uploading, and producing a video record will not exceed \$750.00 for that particular video record.
- d. “Actual cost” includes all employee or contractor time and materials expended in retrieving, downloading, reviewing, uploading, and producing the video record, including staff time,

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**Tipp City Police Department**

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storage media, and a portion of necessary overhead expenses required to comply with the request.

3. Critical Incident Exception:

- a. For video records of critical incidents--defined as any instance where an officer from the Department fires a deadly weapon at a person—the Department will redact and produce the video at no cost to the requester within a reasonable period of time as defined in R.C. 149.43(B)(1).
- b. This exception is intended to ensure transparency and public accountability in such incidents.

4. Estimate Process and Advance Payment Requirement:

- a. Within five business days of receiving a public records request for video records, the Department will provide the requester with an estimate of the cost of fulfilling the request.
- b. Except as provided in section 3(a), the Department will not begin preparing a video record for production until the requester pays the \$75.00 deposit.

5. Compliance Timeline:

- a. Except as provided in section 3(a), the Department’s obligation to make a video record available for production begins only after the requester pays in full the estimated cost.
- b. The time required for retrieving, downloading, reviewing, redacting, uploading, and producing (as well as seeking legal advice), will be considered in determining a “reasonable period of time” under R.C. 149.43.

6. Contact Information:

For questions about this policy or to submit a public records request, contact the department Monday-Friday 8:00 am- 4:00 pm.

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