



## Village of Russells Point

433 St Rt 708, PO Box 30, Russells Point, OH 43348

Phone 937-843-2245 • Fax 937-843-9956

www.russellspoint-oh.gov

### BODY CAMERA FOOTAGE REQUEST FORM

Pursuant to Village of Russells Point Ordinance Number: 25-1256

#### FEE SCHEDULE

Based upon the information provided, the Village shall provide an estimated fee within five (5) business days of receipt of request.

ESTIMATE OF FEES SHALL BE BASED UPON AN HOURLY PREPARATION RATE OF  
SEVENTY-FIVE DOLLARS PER HOUR

(Actual cost may exceed the estimated cost by 20%, but shall not exceed \$750.00 total)

- Payment of the Estimated Fee is due upon submission of application and must be paid prior to the Village of Russells Point undertaking preparation.
- All fees must be paid in cash, check, or money order made payable to the Village of Russells Point.
- Fees should be mailed to the Village Fiscal Officer at the address stated above or paid in person.
- Fees are determined by the amount of time required for all research, redaction, and reproduction involved in the preparation of the requested Body Camera Footage.

#### NOTICE

All footage and releases shall be subject to the laws of the State of Ohio. The Village reserves the right to respond to any request hereunder in the due course of business the same as any public records request. The Village reserves the right to refuse production of any footage which is not a public record under Ohio law.

#### Request for Body Footage Application:

RPPD Report/Incident Number \_\_\_\_\_

Name of Requestor \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time: Start \_\_\_\_\_ Stop \_\_\_\_\_

Associated Names \_\_\_\_\_

Associated Location \_\_\_\_\_

Name of Officers whose footage is being requested \_\_\_\_\_

Delivery Choices (Circle One): Requestor Provided Thumb Drive Email Link Other: \_\_\_\_\_

#### ADMINISTRATIVE USE ONLY

Footage Prepared by \_\_\_\_\_ Date Received \_\_\_\_\_ Dated Completed \_\_\_\_\_

Payment Amount \_\_\_\_\_ Payment Received Date \_\_\_\_\_

Request Completed Date & Time \_\_\_\_\_ Requestor Receipt (Signature) \_\_\_\_\_