



WELLSTON POLICE DEPARTMENT

203 E. Broadway
Wellston, Ohio 45692
740.384.2171 phone
740.848.1191 fax
Emergency 911

John A. Robinson, Chief
www.facebook.com/WellstonOhioPD

Wellston Police Department Public Records Policy

Fees for Video Record Requests (Pursuant to HB 315)

Effective Date : May 1, 2026

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 for the actual cost of preparing 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. Wellston Police Department has adopted a fee of \$75.00 per hour per video, with a maximum of \$750 (10 hours) per video, with a minimum fee of \$75.00 for the first hour of video produced, per video, regardless of length.

This fee covers all public records requests, FOIA requests, etc. for BWC and department camera footage. A deposit of \$75.00 is required, there is no prorated fee. Check or money order must be made out to City of Wellston.

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 Wellston Police Department pursuant to R.C.149.43(B)(1), as amended by house bill 315.

2. Fees for video records:

- a) WPD will charge all requesters the actual cost 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. 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 video records.
- c) The amount charged for each video record will be based on the cost of the employee(s) or contractor(s) involved in the retrieving, downloading, reviewing, redacting, uploading and producing the video record requested, but will not exceed \$75 per hour of footage from a particular video record. Further, the total amount charged for

retrieving, redacting, reviewing, downloading, uploading and producing a video record will not exceed \$750 for that video record.

- d) Actual cost includes all employee or contractor time and materials expended in retrieving, downloading, reviewing, redacting, uploading, and producing the video record, including staff time, 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 that video at no cost to the requester within a reasonable period 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, WPD will provide the requester with an estimate of the cost of fulfilling the request.
- b) Except as provided in Section 3(a), WPD will not begin preparing a video record for production until the requester pays the \$75 deposit

5. Compliance Timeline

- a) Except as provided in Section 3(a), WPD’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 WPD Monday Through Thursday 8AM-4PM.

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203 E Broadway
Wellston, OH 45692
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police@cityofwellston.org