

The City's Police Department records and maintains law enforcement video records in the administration and furtherance of legitimate law enforcement activities within the City. This includes, but is not limited to, body worn camera footage, cruiser dash camera footage, mobile or stationary video surveillance footage, drone footage, or other similar video footage that is recorded and maintained by the City and its Police Department.

(a) The City shall charge an individual or entity that requests law enforcement video records for the actual cost associated with the City's preparation of a law enforcement video record for inspection or production.

1. The actual cost to the City of preparing each law enforcement video record for inspection or production shall include reviewing, blurring or otherwise obscuring, redacting, uploading, and production the law enforcement video records, and also includes the storage medium on which the record is produced, City staff time, and other relevant overhead costs necessary to comply with the request.
2. The actual cost to the City of preparing each law enforcement video record for inspection or production has been determined to be \$75 per hour.
3. This actual cost shall be assessed to the requester for each hour taken to prepare each law enforcement video record for inspection or production, not to exceed \$750 in total.
4. The requester shall pay the estimated actual cost by check, cash, money order, or credit card to the City.
5. The City shall not be obligated to prepare a law enforcement video record for inspection or production until the estimated actual cost is paid in full by the requester.
6. If the actual cost to prepare the requested law enforcement video records for inspection or production exceeds the estimated cost provided to the requester, the City shall charge the requester for the difference between the estimated cost and the actual cost, subject to the following conditions:
 - i. The City advised the requester, in writing, that the actual costs exceed the estimated costs prior to fulfilling the requester; and,
 - ii. The actual costs charged to the requester cannot exceed 20% more than the estimated cost provided to the requester.
7. The City shall not charge the actual cost for the preparation of law enforcement video records for inspection or production in the following circumstances:
 - i. A request for law enforcement video records requested by the victim, or potential victim, the immediate family members of the victim, a parent or legal guardian of a juvenile minor victim, an attorney representing the victim, a persona having power of attorney on behalf of a victim, of a crime where a police report has been filed;

- ii. A request for law enforcement video records made by any federal, state, or local government agency or any federal, state, or local law enforcement agency;
- iii. A request for law enforcement video records made by a public or private school; or,
- iv. A law enforcement video record that is made publicly available by the City and/or its Police Department which may include, but is not limited to, law enforcement video records that are of great public interest.

(b) When the City receives a request for a law enforcement video record, the City's Police Department shall provide the requester with the estimated actual costs of fulfilling the request for law enforcement video records, in writing, within five (5) business days of receipt of the public-records request.

- 1. The City's written response may be sent via email or regular mail, depending upon the manner in which the original request was received.
- 2. If the original request was not received via email or regular mail, the City shall contact the requester in another way (phone, in-person, etc.) to advise them of the estimated actual cost.