

WICKLIFFE POLICE DEPARTMENT

PUBLIC RECORDS FORM

Our city government belongs to the citizens of the City of Wickliffe. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a timely manner.

RECORDS REQUEST

PLEASE PRINT

Name of Requestor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Date: _____

With as much detail as possible, please describe the records you want to review.

Photocopy Fees: The City of Wickliffe provides photocopies of public records according to the following schedule.

- \$1.00 for every 20 pages of copied materials. No charge under 20 pages.
- \$1.00 per photograph.
- \$5.00 per electronic record (SD, thumb/jump drive, etc).
- \$3.00 mailing charge.

Video Record Request Fees: Policy 804.4.2

In accordance with applicable State law, the processing of public records requests related to video including but not limited to: body camera, mobile video recording systems, department video system (e.g. jail video, interview room), are subject to the following:

- a. Hourly Rate: fees for processing video record request will include the hourly rate for the personnel involved, with a maximum charge of \$75.00 per hour.
- b. Fee Cap: the total fee for video redaction, copying, processing, and any other associated tasks will be capped at \$750.00.
- c. Deposit Requirement: A minimum deposit, equal to the one-hour labor cost of one employee, will be required prior to fulfilling the request.
- d. Balance Payment: The balance of the fee will be provided to the requestor as a breakdown and must be paid before the video is released.
- e. Form of payment accepted will be cash or check made payable to the City of Wickliffe.
- f. A fee schedule will be provided to each requester.

• 1 hour: \$51.00 (minimum deposit)	• 3 hours: \$155.00	• 5 hours: \$255.00	• 7 hours: \$357.00
• 2 hours: \$102.00	• 4 hours: \$204.00	• 6 hours: \$306.00	• 8 hours: \$408.00

All requests require advance payment. There is no charge to inspect written records while at the Wickliffe Police Department or for fax or email requests of written records. Please check below:

I would like to inspect these records in the Police Department when they are ready.

I would like these records copied and I will pick them up when they are ready.

I would like these records copied and mailed to me at the address on this form.

Fax records: FAX #_____

Email records: EMAIL _____

Request received by: _____

Date of request: _____

RECORDS RELEASE

Name of Requestor: _____

Number of copies at \$1.00 per 20 pages: _____ Fee: \$_____

Number of photographs at \$1.00 per photograph: _____ Fee: \$_____

Other materials (SD, thumb/jump drive, etc. / \$5.00 per record): _____ Fee: \$_____

Mailing Charge (\$3.00 charge for copies, or other materials): _____ Fee: \$_____

Video Record Fee: \$51.00 (minimum deposit) Deposit: \$_____

Video Record Fee Balance: Balance: \$_____

- Total number of hours _____ x \$51.00 = _____ (total record fee)
- Total record fee _____ - \$51.00 (deposit) = _____ (balance due)

Receipt #: _____ Total: \$_____

Record(s) not available:

- Record has never been maintained by the Police Department.
- Record is no longer maintained or has been disposed of or transferred pursuant to an RC-2.
- Record has been disposed pursuant to an application of One-Time Records Disposal RC-1.
- Record is prohibited from released due to an applicable State or Federal Law.
Applicable State or Federal Law: _____

Record is prohibited or exempted by law:

- Record has been forwarded to legal counsel for research/review.
- Record has been reviewed and release has been denied by legal counsel.

Record has been reviewed and contained non-releasable material:

- The record you have requested contains information that is exempt from public release. The exempt information has been redacted (deleted) [ORC 143.43(11)] from the record and given a number which can be referenced in the chart below:

NO.	DESCRIPTION	REFERENCE
1	Social Security Numbers	5 U.S.C. § 522(b)
2	Confidential Law Enforcement Investigatory Records	ORC 149.43(2)
2a	Uncharged Suspect – adult or juvenile	ORC 149.43(2)(a)
2b	Confidential Witness	ORC 149.43(2)(b)
2c	Confidential Investigatory Techniques or Procedures	ORC 149.43(2)(c)
2d	Info that would endanger law enforcement personnel, crime victims, witnesses	ORC 149.43(2)(d)
3	Trial Preparation Record	ORC 149.43(4)
4	Medical Records	ORC 149.43(3)
5	Peace Officer residential or familial information	ORC 149.43(7)(a)-(g)
6	Per LEADS Policy Statutory Prohibitions: LEADS/CCH/NCIC	Per LEADS Policy
7	Operator License Numbers	ORC 149.43(A)(1)(dd)

Request completed by: _____

Date of completed request: _____