

RESOLUTION NO. 2025-17

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, ADOPTING A PUBLIC RECORDS FEE SCHEDULE FOR THE HOCHATOWN POLICE DEPARTMENT AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the Town of Hochatown (“Town”) and the Hochatown Police Department (“Department”) are subject to the Oklahoma Open Records Act, 51 O.S. § 24A.1 et seq., which requires public bodies to make non-confidential records available for inspection and copying;

WHEREAS, the Open Records Act authorizes municipalities and their agencies to charge reasonable fees for the recovery of costs associated with copying, searching, and reproducing records;

WHEREAS, the Town recognizes the need to adopt a standardized, transparent fee schedule to ensure consistency, cost recovery, and efficient processing of public records requests;

WHEREAS, the Chief of Police has submitted a proposed fee schedule modeled on standard practices used by Oklahoma municipal and county law enforcement agencies, tailored to the needs and resources of the Hochatown Police Department;

WHEREAS, the Board of Trustees finds that adoption of this schedule is in the best interests of the Town and its citizens, promotes transparency, and ensures compliance with state law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA:

SECTION 1. ADOPTION OF FEE SCHEDULE

The following **Hochatown Police Department Public Records Fee Schedule** is hereby adopted and shall become effective upon the date of approval of this Resolution.

Public Records Fee Schedule

Standard Fees (applies to most requests)

Service / Item	Fee
Incident/Offense Reports (up to 10 pages)	\$5.00 flat fee
Incident/Offense Reports (additional pages)	\$0.25 per page after the first 10
Traffic Collision (Crash) Reports	\$7.00 per report (non-certified) \$10.00 per report (certified)
Photographs (printed or digital on CD/USB)	\$1.00 per photo (up to 20 photos) \$15.00 flat fee for 21+ photos
Body-Cam / In-Car Video / Audio	\$25.00 base fee + actual cost of media/redaction time (billed at \$25/hour, minimum 1 hour)

Service / Item	Fee
Search / Research Fee (for requests requiring more than 30 minutes or for commercial requests)	\$25.00 per hour (billed in 15-minute increments)
Electronic Delivery (email or secure link)	No additional charge
Mailing / Shipping	Actual cost of postage/shipping
Certification (official seal/stamp)	\$3.00 per document

SECTION 2. FEE WAIVERS AND FREE COPIES

One free copy of an incident or collision report shall be provided to:

1. **Victims** of the crime or offense;
2. **Drivers, passengers, or vehicle owners** involved in a traffic collision;
3. **Authorized insurance company representatives**, with written permission from an involved party.

Fees may be **waived or reduced** at the discretion of the Chief of Police when the release clearly serves the public interest, including media requests for non-commercial news reporting.

SECTION 3. PAYMENT AND PROCESSING REQUIREMENTS

A. Payment is required in advance and may be made by cash, check, or money order payable to **“Town of Hochatown.”** Credit/debit card payments may be accepted in person when available.

B. Requests involving extensive redaction, large volumes of records, or video/audio reproduction may require a cost estimate and deposit before processing begins.

C. Inspection of records shall be charged at the standard “Search/Research Fee” (for requests requiring more than 30 minutes or for commercial requests) of \$25.00 per hour (billed in 15-minute increments).

SECTION 4. ADMINISTRATION AND REVIEW

The Chief of Police is authorized to administer this policy, update operational procedures as needed to comply with state law, and recommend annual revisions.

The Board of Trustees may amend the fee schedule by subsequent resolution.


SECTION 5. EFFECTIVE DATE

This Resolution shall take effect immediately upon approval and adoption by the Board of Trustees.

PASSED AND APPROVED by the Town Trustees of the Town of Hochatown, Oklahoma this the 21st day of November, 2025.

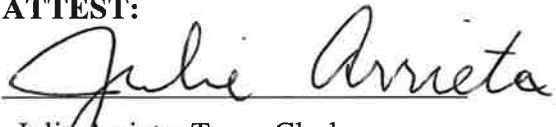

MAYOR, CHAD SARGENT



TRUSTEE, DIAN JORDAN


TRUSTEE, BRENDA WALTERS


TRUSTEE, HOWARD HAGGARD


TRUSTEE, MICHAL TODD MCDANIEL

ATTEST:

Julie Arrieta, Town Clerk

Approved:

Liz George, Town Attorney

