

RESOLUTION 2017-001  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROVING REVISED FEES FOR FORT COLLINS  
POLICE SERVICES' CRIMINAL JUSTICE RECORDS

WHEREAS, Section 24-72-306, Colorado Revised Statutes ("C.R.S.") authorizes Fort Collins Police Services to assess reasonable fees for the actual costs it incurs in searching for, retrieving, and redacting criminal justice records for public inspection; and

WHEREAS, Section 24-72-306, Colorado Revised Statutes ("C.R.S.") also authorizes Fort Collins Police Services to charge a fee not to exceed twenty-five cents per standard page for a copy of a criminal justice record or a fee not to exceed the actual cost of providing a copy, printout or photograph of a criminal justice record in a format other than a standard page; and

WHEREAS, Section 24-72-306, Colorado Revised Statutes ("C.R.S.") requires that any such fees be established by City Council; and

WHEREAS, the fee schedule currently used by the Records Division of Fort Collins Police Services was last approved by the City Council in 2008; and

WHEREAS, the proposed modifications in the Records Division's fee schedule more accurately reflect the current costs of making criminal justice records available for public inspection; and

WHEREAS, the City Council believes that the adoption of the revised fee schedule is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That the following fees are hereby adopted and shall be applicable to all requests to the Records Division of Fort Collins Police Services for public inspection of criminal justice records, unless such fee is specifically waived by the Chief of Police:

***FORT COLLINS POLICE SERVICES***  
***Fees for Criminal Justice Records***  
***January 3, 2017***

1. Police Case Reports - (cost includes: search, retrieval, redaction and copy): **\$30 per hour, \$8 minimum.**
2. Background searches (cost includes: search, retrieval, redaction and copy): **\$30 per hour, \$8 minimum.**

3. Calls for service (CAD), other records (cost includes: search, retrieval, redaction and copy): **\$30 per hour, \$8 minimum.**
4. 911/dispatch recordings, digital media (video, audio, photos, CD/DVD), (cost includes: search, retrieval, redaction and copy): **\$30 per hour or minimum of \$25 per CD/DVD.**
5. Per page copy of report **\$.25 per page**
6. Certified Copies **\$5.00 (in addition to cost of report)**
7. Special Searches - requiring the creation of a new record, manipulation of data or expertise of computer systems personnel. **\$8 for 1/4 hour or \$30.00 per hour**
8. VIN Verifications **\$10 per vehicle**

**NOTE: A deposit is required at the time of the request based on an estimation of copy cost and time required. If actual costs are less than the deposit, the balance of the deposit will be refunded. Otherwise the deposit is non-refundable.**

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 3rd day of January, A.D. 2017.



  
 Mayor

ATTEST:

  
 City Clerk