

AGENDA ITEM SUMMARY

January 3, 2017

City Council

STAFF

Lisa Robles, Records Manager

SUBJECT

Resolution 2017-001 Approving Revised Fees for Fort Collins Police Services' Criminal Justice Records.

EXECUTIVE SUMMARY

The purpose of this item is to propose a new fee schedule for Police Services for criminal justice records. The existing fee schedule has been in existence since 2008 and the proposed adjustments are necessary to keep up with the change in technology and staff expenses. In addition, the staff is proposing to begin charging the public for Vehicle Identification Number (VIN) Verifications to reflect actual costs incurred by staff. Currently, this is a free service, while a neighboring agency charges double the amount being proposed.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

In 2008, City Council approved a fee schedule for fees charged by Fort Collins Police Services for the release of criminal justice records. The schedule was vague and did not provide clear direction on how the fees should be applied to criminal justice records requests.

The new proposed fee schedule has been updated to reflect actual costs based on current salaries and to include some technology costs. In addition, this fee schedule has been defined to help Records personnel ensure that the appropriate fees are being charged.

CITY FINANCIAL IMPACTS

The Records Manager estimates there may be a slight increase in revenue to the City, but it is difficult to know the true impact because requests for records can vary each year. The additional revenue for the VIN Verifications is estimated to be approximately \$3,000-\$5,000 per year.

ATTACHMENTS

1. 2008 Fee Schedule (PDF)

**FORT COLLINS POLICE SERVICES
FEE SCHEDULE
EFFECTIVE AUGUST 6, 2008**

1. Fee for Criminal Justice Records – Search, Retrieval and Redaction (plus copy charge)	\$7.50
2. Copy of Report	\$.25 per page
3. Records Check	\$7.50
4. *Mail-in Requests	\$7.50
5. Certified Copies	\$5.00 (+ copy of report)
6. Photographs (includes search fee and cost of CD)	\$23.00 minimum/up to \$30.00 per hour
7. RMS Searches (ad hoc reports)	\$7.50
8. Special Searches - requiring the creation of a new record, manipulation of data or expertise of computer systems personnel	\$30.00 per hour
9. Dispatch Recordings (includes search fee, supervisory review of recording, and cost of CD)	\$23.00 minimum/up to \$30.00 per hour
10. Other Recording (cassette, video, CD or DVD) (includes review and cost of medium)	\$23.00 minimum/up to \$30.00 per hour
11. General Directives Manual	\$55.00
12. Sex Offender Registry List	\$7.50 plus .25 per page
13. Page from Sex Offender Registry Book	\$7.50

* Applies only to requests received through the mail. Requests received via email, phone, or fax should be charged \$7.50 plus .25 per page.

NOTE: All per hour charges are a minimum of 1/2 hour (or \$15.00)

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