

AGENDA ITEM SUMMARY

FORT COLLINS CITY COUNCIL

ITEM NUMBER: 27

DATE: April 19, 2005

STAFF: Susan Neiman

SUBJECT

Resolution 2005-036 Establishing Fee Increases Charged by Fort Collins Police Services Relating to Release of Criminal Justice Records.

RECOMMENDATION

Staff recommends adoption of the Resolution.

FINANCIAL IMPACT

The financial impact of the fee increase is negligible. The main purpose of the fee increase is to more accurately reflect the cost of providing this service.

EXECUTIVE SUMMARY

The Records Division of Fort Collins Police Services currently follows a fee schedule which was last approved by City Council in 1996 and has remained virtually the same since that time. However, equipment costs, supplies, overhead, and employees' salaries have increased over this time period, resulting in increased processing costs to the department.

The Records Division of Fort Collins Police Services receives numerous requests on a daily basis for copies of police reports. The highest percentage of these requests comes from insurance companies for copies of accident reports. Records Division staff recommends adjusting the current rates. This adjustment more accurately reflects the cost of providing this service.

Secondly, during the last few years, the volume of requests for 'special services' of the Police Services computer system database has increased dramatically. These special searches range from crimes at a specific location to the number of crimes by day of week and require much more sophisticated expertise and time to accomplish. The requested increase more closely reflects the overall cost of complete these searches.

Fort Collins Police Services is authorized pursuant to C.R.S. 24-72-306(1) to assess reasonable fees to cover Police Services' actual costs, including its personnel and equipment costs, incurred to search for, retrieve, and copy criminal justice records for public inspection. This statute also requires that such fees be established by the City Council.

The current fee schedule and the recommended fee schedule are as follows:

CURRENT FEE SCHEDULE

1.	Copy of Report (1-10 pages)	\$5.00
2.	Additional Pages (over 10)	\$1.00 per page
3.	Records Checks	\$5.00
4.	Mail-In Requests	\$5.00
5.	Certified Copies	\$5.00
6.	Photographs	Attendant Expenses*
7.	RMS Searches	\$5.00
8.	Special Searches	\$10.00 per 1/2 hour**

NOTE: All per hour charges are a minimum of 1/2 hour.

*No actual cost except development expenses.

RECOMMENDED FEE SCHEDULE

1.	Copy of Report (1-10 pages)	\$7.50
2.	Additional Pages (over 10)	\$1.00 per page
3.	Records Checks	\$7.50
4.	Mail-In Requests	\$7.50
5.	Certified Copies	\$5.00 (plus cost of report)
6.	Photographs	Attendant Expenses*
7.	RMS Searches	\$7.50
8.	Special Searches - requiring the creation of a new record, additional investigation and retrieval beyond mere duplication of a record, manipulation of data or expertise of computer systems personnel	\$30.00 per hour**
9.	Routine Dispatch Tape Recordings - requiring no more than an hour to search and review (includes search fee, supervisory review of recording, and cost of cassette tape)	\$23.00 base fee
10.	Special Dispatch recordings - requiring more than one hour to search and review	\$23.00 base fee/ plus \$30.00 per hour after first hour**

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| 11. | Routine other recordings - requiring no more than one hour to search, review and copy | \$23.00 base fee |
| 12. | Special other recordings - requiring more than one hour to search and review | \$23.00 base fee/
plus \$30.00 per hour
after first hour** |
| 13. | General Directives Manual | \$55.00 |

*No actual cost except development.

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

RESOLUTION 2005-036
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ESTABLISHING FEE INCREASES CHARGED BY
FORT COLLINS POLICE SERVICES RELATING TO
RELEASE OF CRIMINAL JUSTICE RECORDS

WHEREAS, C.R.S. Section 24-72-306(1) authorizes Fort Collins Police Services to assess reasonable fees for the actual costs it incurs, including its personnel and equipment costs, to search for, retrieve, and copy criminal justice records for public inspection; and

WHEREAS, C.R.S. Section 24-72-306(1) also requires that any such fees be established by the 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 1996; and

WHEREAS, since 1996 equipment costs, supplies, overhead, and employee salaries have increased significantly, resulting in an increase in the costs to the Records Division to process and respond to requests for public inspection of criminal justice records; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS, that the following costs and fees are hereby established and shall be applicable for all requests to the Records Division of Fort Collins Police Services for public inspection of criminal justice records:

Criminal Justice Records Fee Schedule:

1.	Copy of Report (1-10 pages)	\$7.50
2.	Additional Pages (over 10)	\$1.00 per page
3.	Records Checks	\$7.50
4.	Mail-In Requests	\$7.50
5.	Certified Copies	\$5.00 (plus cost of report)
6.	Photographs	Attendant Expenses*
7.	RMS Searches	\$7.50

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| 8. | Special Searches - requiring the creation of a new record, additional investigation and retrieval beyond mere duplication of a record, manipulation of data or expertise of computer systems personnel | \$30.00 per hour** |
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after first hour** |
| 13. | General Directives Manual | \$55.00 |

* No actual cost except development.

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

Passed and adopted at a regular meeting of the City Council held this 19th day of April, A.D. 2005.

Mayor

ATTEST:

City Clerk