

NORTHGLENN POLICE DEPARTMENT

CITY COUNCIL MEMORANDUM #08-09

TO: Honorable Mayor Kathleen M. Novak and City Council Members

FROM: David Allen, Acting City Manager *DA*
Russell L. Van Houten, Chief of Police *RVH*

DATE: July 17, 2008

SUBJECT: CR 08-114 Criminal Justice Records Fee Schedule

RECOMMENDATION:

Attached to this memorandum is a Resolution 08-114, which, if approved, would establish a new Criminal Justice Records Fee Schedule which would be effective upon immediately. Staff recommends approval of this Resolution to enact a new

BACKGROUND:

The current fee schedule was approved by City Council (Resolution 06-98 on September 27, 2006). Section 2 of the Resolution allows the Chief of Police and the Police Records Custodian to review and make recommendations to the City Council as to any changes in the fees at least every five years, or sooner if requested or required. The recent enactment of House Bill 08-1076, which amends the statutory authorization for the collection of fees associated with the retrieval and copying of criminal justice records set forth in C.R.S. # 24-72-306(1), goes into effect August 6, 2008. The proposed Resolution that is being presented for Council consideration updates the City's fee schedule for Criminal Justice Records and puts us in compliance with C.R.S. # 24-72-306(1).

Currently, we charge \$5.00 for a copy of a standard report. The amended statute restricts the fee to \$0.25 per page fee and a research fee. In our new fee schedule, if approved, we are proposing dropping the per-page rate entirely. We are recommending charging only the allowable research fee (broken down in ten minute intervals) for a standard letter sized paper report. This is a simpler process for both customers and staff.

The amended statute allows higher fees to cover the costs of providing copies of non-standard items like larger than letter sized (8 1/2"x11") records, photos, audio and video recordings. No changes are being requested to our current fees for these services. Fees for Traffic Accident Reports through Trac View will be adjusted to follow the same guidelines. A copy of the new Fee Schedule is attached to this Memorandum.

BUDGET IMPLICATIONS:

Fees are counted as revenue. It is difficult to determine how much this will affect Police Department revenues. However, having been present at the committee hearings, it was the Legislature's intent to make Criminal Justice Records more affordable for the public.

STAFF REFERENCE:

If Council members have any comments or questions they may contact Chief Van Houten at 303-450-8864 or by e-mail at rvanhouten@northglenn.org.

SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S RESOLUTION

RESOLUTION NO:

No. CR-114
Series of 2008

Series of 2008

A RESOLUTION SETTING THE FEE SCHEDULE FOR THE SEARCH, RETRIEVAL AND COPYING OF CRIMINAL JUSTICE RECORDS AND REPEALING EARLIER RESOLUTIONS RELATING THERETO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO THAT:

Section 1. Pursuant to and in compliance with C.R.S. 24-72-306(1), as amended, the City Council hereby establishes the following fees for the search, retrieval, and redaction of criminal justice records, attached hereto as Exhibit A, and incorporated herein by this reference.

Section 2. The fee schedule established, as attached hereto, shall be posted in a prominent place in the City Hall. The Chief of Police and the Police Records Custodian shall review the fee schedule at least every five years or sooner if requested or required, and make recommendations to the City Council as to any changes.

Section 3. The Chief of Police or the Police Records Custodian may waive fees at their discretion, to include all fees where the criminal justice records requested are for the use of another criminal justice agency or other government entity.

DATED, at Northglenn, Colorado, this _____ day of _____, 2008.

KATHLEEN M. NOVAK
Mayor

ATTEST:

JOHANNA SMALL, CMC
Acting City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

NORTHGLENN POLICE DEPARTMENT
FEE SCHEDULE FOR THE SEARCH, RETRIEVAL, AND COPYING OF
CRIMINAL JUSTICE RECORDS-C.R.S. § 24-72-306(1)

Viewing of Report	No Charge
Copy of Report	Research Fee Only
No "per page" fee for reports is charged. Research fees will be assessed based upon C.R.S. 24-72-306(1) which says, " <i>Criminal Justice agencies may assess reasonable fees, not to exceed actual costs, including but not limited to personnel and equipment, for the search, retrieval, and redaction of criminal justice records...</i> "	
Research Fees:	\$15.00 per hour charged in below increments:
	10 minutes or under: \$ 2.25
	11 minutes to 20 minutes: \$ 5.00
	21 minutes to 30 minutes: \$ 7.50
	31 minutes to 40 minutes: \$10.00
	41 minutes to 50 minutes: \$12.50
	51 minutes to 60 minutes: \$15.00
Local Criminal History Record's Check	\$10.00
(Research requiring more than ½ hour will be assessed the manual research fee in ½ hr increments for each additional ½ hour.)	
Copy of Audio Recording	\$15.00
Copy of Video Recording	\$30.00
Printed Photographs	
3.5x5	\$ 4.00 each or
6 prints or more	\$20.00 + \$0.50 per print
8x10	\$ 8.00 each or
6 prints or more	\$40.00 + \$5.00 per print
Digital Photos on Disc (not printed)	
1-50 photos	\$10.00
51-100 photos	\$20.00
add	\$10.00 for each 50 photos, fee NOT prorated
Booking Photograph	\$ 4.50
Manual Research	\$15.00 per hr./Minimum fee Thereafter charged in ½ hr. increments
Sex Offender Registration Records	No Charge

Northglenn Police Department Fee Schedule Page 2

Other Fees:

Fingerprinting Services (by Appointment Only)	
Resident or Employed within the City of Northglenn	\$10.00 per person
Non-Resident or Not Employed within the City of NG	\$15.00 per person
Certified VIN Inspection (by Appointment Only)	\$20.00
VIN Inspection	\$ 9.00
D.U.I. Chemical Test Reimbursement	
Breath Test	\$11.50
Blood Test	\$44.85
Sex Offender Registration – Initial Registration	\$75.00
(C.R.S. § 16-22-108(6))	
Sex Offender Registration – Annual Registration	\$75.00
(C.R.S. § 16-22-108(6))	

Russell L. Van Houten
Chief of Police

Date