


**NORTHGLENN POLICE DEPARTMENT  
CITY COUNCIL MEMORANDUM  
#11-09**

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** *WAS* William Simmons, City Manager  
James S. May, Jr., Interim Chief of Police 

**DATE:** September 8, 2011

**SUBJECT:** CR 11-79 Criminal Justice Records and Sex Offender Registration Fee Schedule

**RECOMMENDATION:**

Attached to this memorandum is a Resolution 11-79, which, if approved, would establish a new Criminal Justice Records Fee Schedule which would be effective immediately upon signing. Staff recommends approval of this Resolution to bring the fees in compliance with the newly amended Article 22 Colorado Sex Offender Registration Act.

**BACKGROUND:**

The current fee schedule was set by City Council Resolution 08-114 dated the 27<sup>th</sup> of September, 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 at least every five years or sooner if requested or required. The City's fee schedule for Criminal Justice Records includes Sex Offender Registration fees. Recently passed, House Bill 11-1278 amends the statutory authorization allowing a local law enforcement agency to establish a fee to be paid by persons initially, annually or quarterly reregistering as a sex offender with that local law enforcement agency pursuant to C.R.S. 16-22-108(6). The amendment sets a cap on fees charged to be \$75.00 for the initial registration and \$25.00 for each annual and quarterly registration. Currently the City charges \$75.00 for initial and annual registrations and no fee for quarterly registrations. The change in the fees would lower the yearly amount an annual registrant is required to pay by \$25.00 while increasing the amount a quarterly registrant has to pay by \$25.00. The maximum amount a registrant would be required to pay yearly would be \$150.00. These changes, though not fully compensating the Department for the costs involved in the sex offender registration process, do reflect the differences in the amount of time spent on initial, annual, and quarterly registrations.

These are the only changes to current Fee Schedule in proposed Resolution #11-79 and will put the City in compliance with C.R.S. 16-22-108(6). All other fees will remain the same and are comparable with police records fees across the metro area.

**BUDGET IMPLICATIONS:**

Fees are counted as revenue. It is difficult to determine how much this will affect Police Department revenues as the number of sex offenders registered in Northglenn fluctuates.

**STAFF REFERENCE:**

If Council members have any comments or questions they may contact Interim Chief Jim May at 303 450 8967 or by e-mail at [jmay@northglenn.org](mailto:jmay@northglenn.org)

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-79  
Series of 2011

\_\_\_\_\_  
Series of 2011

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 copying 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 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 \_\_\_\_\_, 2011.

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JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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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)**

<b>Viewing of Report</b>	<b>No Charge</b>
<b>Copy of Report</b>	<b>Research Fee Only</b>
<p>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>"</p>	
<b>Research Fees:</b>	<b>\$15.00 per hour charged in below increments:</b>
	<i>10 minutes or under:</i> \$ 2.25
	<i>11 minutes to 20 minutes:</i> \$ 5.00
	<i>21 minutes to 30 minutes:</i> \$ 7.50
	<i>31 minutes to 40 minutes:</i> \$10.00
	<i>41 minutes to 50 minutes:</i> \$12.50
	<i>51 minutes to 60 minutes:</i> \$15.00
<b>Accident reports released through DocView Internet Service</b>	
	<b>Research fee: \$ 5.00</b>
	<b>DocView fee: \$ 6.00</b>
	<b>To total:        \$11.00</b>
<b>Local Criminal History Record's Check</b>	<b>\$10.00</b>
<b>(Research requiring more than ½ hour will be assessed the manual research fee in ½ hr increments for each additional ½ hour.)</b>	
<b>Copy of Audio Recording</b>	<b>\$15.00</b>
<b>Copy of Video Recording</b>	<b>\$30.00</b>
<b>Printed Photographs</b>	
<b>3.5x5</b>	<b>\$ 4.00 each or</b>
<b>6 prints or more</b>	<b>\$20.00 + \$0.50 per print</b>
<b>8x10</b>	<b>\$ 8.00 each or</b>
<b>6 prints or more</b>	<b>\$40.00 + \$0.50 per print</b>
<b>Digital Photos on Disc (not printed)</b>	
<b>1-50 photos</b>	<b>\$10.00</b>
<b>51-100 photos</b>	<b>\$20.00</b>
<b>Over 100 add</b>	<b>\$10.00 for each 50 photos, fee NOT prorated</b>
<b>Booking Photograph</b>	<b>\$ 4.50</b>
<b>Sex Offender Registration Records</b>	<b>No Charge</b>

**Northglenn Police Department Fee Schedule Page 2**

**Other Fees:**

<b>Fingerprinting Services (by Appointment Only)</b>	
<b>Resident or Employed within the City of Northglenn</b>	<b>\$10.00 per person</b>
<b>Non-Resident or Not Employed within the City of NG</b>	<b>\$15.00 per person</b>
<b>Certified VIN Inspection (by Appointment Only)</b>	<b>\$20.00</b>
<b>VIN Inspection</b>	<b>\$ 9.00</b>
<b>D.U.I. Chemical Test Reimbursement</b>	
<b>Breath Test</b>	<b>\$11.50</b>
<b>Blood Test</b>	<b>\$44.85</b>
<b>Sex Offender Registration – Initial Registration</b>	<b>\$75.00</b>
<b>(C.R.S. § 16-22-108(6))</b>	
<b>Sex Offender Registration – Annual Registration</b>	<b>\$25.00</b>
<b>(C.R.S. § 16-22-108(6))</b>	
<b>Sex Offender Registration – Quarterly Registration</b>	<b>\$25.00</b>
<b>(C.R.S. § 16-22-108(6))</b>	
<b>Updates, De-Registration or Registration Cancellation</b>	<b>No Fee</b>
<b>(C.R.S. § 16-22-108(6))</b>	

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**James S. May, Jr.**  
**Interim Chief of Police**

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**Date**