



Ord # 5612

An Ordinance to Amend Chapter 21, Article VII of the City of Memphis, Code of Ordinances by Amending Section 21-248, Memphis Police Central Records Charges and Fees

WHEREAS, the Memphis Police Central Records Office maintains all police initiated reports and documents created for official law enforcement purposes; and

WHEREAS, it is necessary to establish reasonable fees and charges to defray part of the costs associated with the review, production and redaction of such documents, which fees and charges shall be payable by the requestor prior to *receipt*.

WHEREAS, said fees and charges shall be billed by the Memphis Police Department on behalf of the City of Memphis and the proceeds used exclusively by the Memphis Police Department.

NOW THEREFORE,

SECTION 1. BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEMPHIS, that Section 21-248 of the City of Memphis Code of Ordinances be amended by deleting in its entirety, and in lieu thereof, a new Section 21-248 is hereby inserted as follows:

Section 21-248
MEMPHIS POLICE CENTRAL RECORDS
CHARGES AND FEES

Section _____. **FEES AND CHARGES ESTABLISHED.**

There is hereby established Central Records fees and charges to defray part of the costs associated with the review, production and redaction of documents, which fees and charges shall be payable by the requestor prior to receipt. Said fees and charges shall be billed by the Memphis Police Department on behalf of the City of Memphis and the proceeds used exclusively by the Memphis Police Department.

SECTION _____. FEES DEPOSITED IN MPD ADMINISTRATIVE FUND

One third of the total of all proceeds collected by Police Central Records pursuant to the above shall be deposited into the revenue account of Central Records in the Division of Police Services, with the remaining proceeds to be deposited into the Memphis Police Department's Information and Technology Service Center revenue account to support maintenance, equipment, training and new initiatives within the Real Time Crime Center.

Section _____.

FEES SCHEDULES – PAYABLE TO CENTRAL RECORDS

Fees and charges are set out as follows, and shall apply to any record maintained by Central Records. An additional processing fee will be charged for requests that require more than one hour of labor to produce. The rate of the processing fee shall be equivalent to the processing employee's hourly salary, and the fee shall accumulate for every minute beyond one hour that it takes to fully process the request. Shipping or other production fees may also apply. When available, an electronic version of the record may be produced at no charge; labor processing fees may still apply.

I. Accident/Incident Reports	
TN Residents Auto Crash Reports	\$0.15 per page
Out of State Residents Auto Crash Reports	\$15.00 per report
TN Residents Offense Reports	\$0.15 per page
Out of State Residents Offense Reports	\$15.00 per report
Auto Crash Scene/Crime Scene Photos	\$1.50 each
Auto Crash Scene/Crime Scene Photos (CD's)	\$10.00 each
Mug Shots/Booking Photos	\$5.00 each
Crime Analysis	\$0.15 per page
II. Academy Training Files	
Basic Training CD's	\$10.00 each
In Service Training CD's	\$10.00 each
Specialized Training CD's	\$10.00 each
Driving Training CD's	\$10.00 each
Firearms Training CD's	\$10.00 each
MPD Policies & Procedure CD's	\$10.00 each
MPD Policies & Procedure Printed Manual	\$75.00 each
III. Human Resource Records	
Personnel Files	\$0.15 per page
Employment Files	\$0.15 per page
IV. Communications Records	
Dispatched Audio with Print-out (CD)	\$10.00 per event
Dispatatch – Print-out only	\$0.15 per page
Body Camera Footage (DVD)	\$5.00 per event
Dash Camera Footage (DVD)	\$5.00 per event
V. Miscellaneous Police Records	
Officer Log Sheets	\$0.15 per page
IAB files	\$0.15 per page
MPD Union Contract Agreement Book	\$25.00 each
Wrecker Ordinance/Guideline Books	\$25.00 each

SECTION 2. BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF MEMPHIS, that this Ordinance shall take effect from and after the date it shall have been passed by the Council, signed by the Chairman of the Council, certified and delivered to the Office of the Mayor in writing by the Comptroller, and become effective as otherwise provided by law.

Kemp Conrad, Chairman
Memphis City Council

ATTEST:

Comptroller

THE FOREGOING ORDINANCE
5612 PASSED
1st Reading 03-01-2016
2nd Reading 03-15-2016
3rd Reading 04-05-2016
Approved: [Signature]
Chairman of Council
Date Signed: 19 April 2016
Approved: [Signature]
Mayor, City of Memphis
Date Signed: 4-20-16

I hereby certify that the foregoing is a true copy, and said document was adopted by the Council of the City of Memphis as above indicated and approved by the Mayor.

Valerie C. Supis 4-21-16
Comptroller