

Requesting Department:

Police Department

TO: HONORABLE MAYOR AND TOWN COUNCIL

THROUGH: JOHN KROSS, TOWN MANAGER

FROM: RANDY BRICE, CHIEF OF POLICE

**RE: CONSIDERATION AND POSSIBLE APPROVAL OF A 60-DAY
NOTICE OF INTENTION TO APPLY FEES ASSOCIATED WITH A
PUBLIC REQUESTS FOR POLICE RECORDS.**

DATE: September 15, 2021

Staff Recommendation:

Staff recommends approval of the Notice of Intention setting the time (6:30 PM) and date (November 17, 2021) to apply collection fees for Public Records Requests.

Relevant Council Goals:

Effective Government (Increase effectiveness and efficiency of government services)

Proposed Motion:

Motion to approve the Notice of Intention as presented.

Discussion:

ARS Title 39 gives the general public the right to request and receive approved police documents in a reasonable amount of time. As a representative of the Town of Queen Creek, the Police Records Department will strive to respond to and understand the needs of the of the public, then deliver the approved items with speed and professionalism.

The proposed fees outlined in the attached fee schedule are consistent with other municipalities and police agencies in the Phoenix metropolitan area who are similar in size and function. In addition, the Queen Creek Police Department will employ a flat rate fee instead of a per page/per minute breakdown. We will also provide items that help customers to determine what to request such as Name Searches or Premise Histories at no cost.

However, the proposed fees do not in any way capture all of the time, effort, or technology that goes into the fulfillment of each individual request. The fees merely offset a portion of the effort while remaining reasonable/affordable for the general public.

Fiscal Impact:

The fees estimated to be collected on an annual basis range between \$5,000 - \$10,000 depending on the type and number of requests.

However, there are several conditions or situations where fees may not be required (e.g., individuals who have been granted indigency, victims, etc.).

Attachments:

1. Notice of Intention
2. Proposed fee schedule for Police public records requests.