



**TOWN OF QUEEN CREEK**  
**County of Maricopa, State of Arizona**

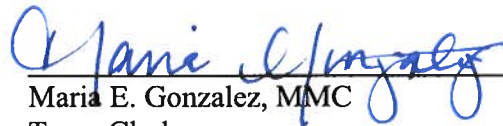
**Certificate of Posting**

I, Maria E. Gonzalez, the duly appointed and acting Town Clerk of the Town of Queen Creek, Arizona, hereby certify that the updated Police Records fee schedule was posted in accordance with A.R.S. § 9-499.15 on the following dates and times, and at the following location(s):

DATE	LOCATION
1. 9-26-23	Town of Queen Creek – MSB Front Desk
2. 9-26-23	Town of Queen Creek Website <a href="https://www.queencreekaz.gov/town-hall/directory-of-documents/town-code">https://www.queencreekaz.gov/town-hall/directory-of-documents/town-code</a>
3. 9-26-23	Town of Queen Creek - Courtyard

Signed:





Maria E. Gonzalez, MMC  
Town Clerk

## QUEEN CREEK POLICE DEPARTMENT



**This posting serves as notice for a change/increased municipal fees as outlined in ARS 9-499.15.**

### **Part 1:**

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 the needs of the public and deliver the approved items within the prescribed time and manner. However, the processing of these documents/records requires specific work/time efforts related to reviewing, transmitting, redacting, copying, etc.

The proposed fees outlined in the attached fee schedule are consistent with other municipalities and police agencies in the Phoenix metropolitan area that 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 for all requests except for video. 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.

### **Part 2:**

At the end of the Fifty-sixth Legislature – First Regular Session, a number of new statutes were signed into law and will become effective on October 30, 2023. One specific change/new law was related to cost recovery for processing public records requests involving video recordings.

#### **39-129, Local law enforcement; video recordings; fee**

Except when it is free for victims pursuant to A.R.S. § 13-127, a county, city, town or any political subdivision of this state may establish a one-time fee per copy, not to exceed \$46 per video-hour reviewed, that is charged to a person who submits a public records request to a local law enforcement agency for a copy of a video recording. A county, a city, a town or any political subdivision of this state may take into consideration the following information when determining the amount of the one-time fee per copy:

- The reasonable cost of reviewing, transmitting, making a copy of, and, as necessary, redacting the video recording.
- Any other relevant information.

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Prior to this new statute, most agencies had been applying existing law (related to paper documents) to the video release. As stated in the statute, the workload for QCPD is primarily related to reviewing and redacting the video.

To determine the cost for this review/redaction, we will examine three scenarios/situations we see when processing video for public release. For this discussion, we will use a single hour of video as the desired measurement/sample size.

- **Basic Review (records only) – 1 hour of video equals approximately 2.5 hours of work time**
  - Records specialist initial review – the video is watched in its entirety to identify specific situations, people, and information that must be redacted or obscured/blurred (1 hour of work time)
  - Records specialist redaction – this includes audio and video redaction/blurring, which may be synchronous or asynchronous depending on the information. For example, a person may say something that needs to be redacted (audio only) while the person is clearly visible (not blurred). In other situations, the person needs to be blurred, and the audio needs to be redacted at the same time (an average of 1.5 hours of work time).
  
- **Investigative Review (active case) – 1 hour of video equals approximately 6.5 hours of work time**
  - A records specialist conducts the (basic) initial review – the video is watched in its entirety to identify specific situations, people, and information that must be redacted or obscured/blurred (1 hour of work time)
  - An investigator conducts a review for any information that may still be under investigation and cannot be released at the current stage of the investigation. The video content is compared to the investigative file and case management notes. The investigator then creates a list of clips or provides markers/notes on the video that must be redacted or obscured/blurred (an average of 2.5 hours of work time).
  - A supervisor staff member will review the investigator's notes/markers and provide approval if appropriate (an average of 1.5 hours of work time).
  - Records specialist redaction – this includes audio and video redaction/blurring (an average of 1.5 hours of work time).
  
- **Media Review – 1 hour of video equals approximately 7 hours of work time (9.5 hours if the investigator review is necessary)**
  - A records specialist conducts the (basic) initial review – the video is watched in its entirety to identify specific situations, people, and information that must be redacted or obscured/blurred (1 hour of work time)
  - *If the case is still under investigation, the assigned investigator will conduct the investigator review as stated above (an average of 2.5 hours of work time).*
  - A supervisor will review the video and provide any feedback or approval as necessary (an average of 1.5 hours of work time).
  - The Public Information Officer (PIO) will review the video and provide any feedback or recommendations as necessary (an average of 1.5 hours of work time).



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- A command staff will review the supervisor and PIO feedback/recommendation and provide approval if appropriate (an average of 1.5 hours of work time).
- Records specialist redaction – this includes audio and video redaction/blurring (an average of 1.5 hours of work time).

Mid-range hourly rates (with no benefits) for each position listed:

- Records Specialist: \$27.72/hour
- Officer/Investigator: \$37.72/hour
- Supervisor/Sergeant: \$50.55/hour
- PIO: \$46.45/hour
- Commander: \$75.99/hour

Using the listed hourly rates (with no benefits), here are the average costs per hour for the video processing:

- Basic Review: \$69.30 per hour of video
- Investigative Review: \$239.43 per hour of video
- Media Review (with investigative review): \$423.10 per hour of video
- Media Review: \$328.80 per hour of video

See the attached fee schedule for further information.

**QUEEN CREEK  
POLICE DEPARTMENT**



## Records Request Fee Schedule

Description of Service	Fee
<b>Documents</b>	
Police Report/Accident Report – Original report, attachments and supplements	\$5.00
Certified Copy of Police Report/Documents	\$10.00
Event Chronology – Chronology on G.O./Police Reports or Event from CAD/Dispatch	\$5.00
Name Search and Premise History – Computer generated list	List is free. Further documentation will be charged the appropriate, per item fee.
Miscellaneous Documents	\$5.00
<b>Audio</b>	
911 Audio – 911 or non-emergency phone calls	\$10.00
Dispatch Audio – Radio recordings associated with event	\$10.00
Miscellaneous Audio Medium	\$10.00
<b>Video</b>	
Body Worn Camera – All submitted BWC footage associated with a GO/Report or CAD/Dispatch Event	\$46.00/hour
Miscellaneous Video Medium	\$46.00/hour
<b>Photo</b>	
Photos associated with GO/Report or CAD/Dispatch Event	\$10.00
Miscellaneous Photos	\$10.00

**Requested items will be fulfilled electronically via email. If electronic dissemination is not possible, alternative pick up methods will be made available.**

**Victims will receive a copy of their Police Report free of charge. Additional items will incur the per item fee.**