

DEPARTMENT GENERAL ORDER 04-25

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 92-10
SOP 402.06.00

DATE: August 28, 2004

POLICE REPORT FEES

I. PURPOSE.

To defray the costs of duplicating and providing copies of police reports to the public the department will charge a fee to provide such a service. Monetary charges will adhere to state guidelines.

II. COLLECTION OF FEES.

State law prescribes that law enforcement agencies may only charge for the time it takes to research and prepare a report plus 10 cents a page. Following an examination of current practices, the fee for police reports will be \$3.00, irregardless of the number of pages, and may be payable by cash, money order, or check. Report fees will be collected by personnel assigned to the Administrative Division. Transactions will be properly documented, and subsequently placed into the appropriate cash box. Receipts will be provided to all payees.

A. Exemptions

Copies of reports will be provided at no charge to Clayton Residents, Clayton business owners or managers, and other governmental agencies.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld
CALEA Reference: 17.4.2/82.1.1/82.1.2

