

RESOLUTION NO 6721

A RESOLUTION REVISING THE CITY OF ALBANY POLICE DEPARTMENT PUBLIC RECORDS REQUEST RECORDS FEES & PROCEDURES SCHEDULE TO INCLUDE FEES FOR VIDEO REDACTION

WHEREAS, Oregon State Statutes allow for reasonable fees calculated to reimburse local government for costs providing public records; and

WHEREAS, the Albany Police Department (APD) Records Fees & Procedures form (Form) was adopted as an exhibit to Resolution No 5909 on June 10, 2010; and

WHEREAS, in the event of a public records request for body camera video footage, APD will use a third party redaction software to redact video to comply with House Bill 2571, and

WHEREAS, it is appropriate for the City to pass on the actual cost of the third-party redaction to the person making the request; and

WHEREAS, the APD Form has been revised to include fees for third party redaction.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the APD Records Fees & Procedures fee schedule be modified to include the fee for video redaction by a third party; and

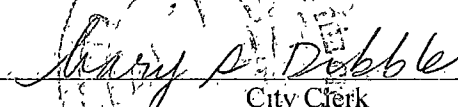
BE IT FURTHER RESOLVED that the fee schedule in Exhibit A is hereby adopted.

DATED AND EFFECTIVE THIS 27TH DAY OF JUNE 2018

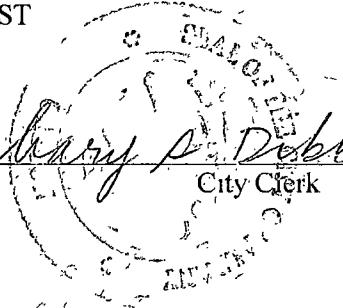


Mayor

ATTEST



City Clerk





ALBANY POLICE DEPARTMENT RECORDS FEES & PROCEDURES

All requests require a non-refundable advance payment of \$7.00 to cover research fees

| Police Reports | |
|---|---|
| Police Incident Reports Computerized Incident Report (CAD) Miscellaneous Police Documents | \$ 7.00 Research fee includes up to ten single-sided copies. Lengthy reports requiring over 15 minutes to process will accrue additional charges at a rate of \$28.00 per hour plus additional copy charges. |
| Copy charges | Additional \$ 10 (cents) per side after ten pages |
| Postage for mailing reports | \$ 2.00 for up to ten pages, \$ 10 (cents) per page after ten pages. |
| Records Checks (Records only available back to 1990) | |
| Person | \$ 7.00 per person |
| Letters of Clearance | \$ 7.00 per person |
| Location | \$ 7.00 per 12-month period |
| Statistics | \$ 7.00 per requested activity |
| Postage for mailing records checks | \$ 2.00 for up to ten pages, \$.10 (cents) per page after ten pages. |
| Supplemental Fees (in addition to the fees identified above) | |
| Photographs | |
| Photos saved to Compact Disc | \$10.00 per CD |
| Photos printed on paper | \$ 2.50 per sheet (up to 4 photos per sheet) |
| Photos reproduced from negatives | \$10.00 for first 24 prints/per single role, \$.50 (cents) for each additional print |
| Postage for mailing photographs | \$ 2.00 for up to ten photos/pages. \$.10 (cents) per photo/page after ten pages. \$ 2.00 per CD |
| Recordings | |
| Compact Disc, DVD | \$10.00 for first 15 minutes of staff time, \$7.00 for each additional 15 minutes. |
| Postage for mailing recordings | \$2.00 per tape/CD/DVD |
| Video redaction – third party application | \$19.00 for initial application plus \$1 per minute of video. |

A request for police records information can take up to two weeks to process. Requested information will be available for pickup at the front counter of the Albany Police Department or may be mailed to you for an additional fee. All items must be picked up within 30 days after notification that the information is ready, otherwise it will be destroyed and another request will need to be made.

*Requests can be completed in a timely manner if the data you provide is complete and accurate. Please provide the full name of the individual, their date of birth, driver's license number and social security number. Any special requests not indicated above will be charged at a minimum hourly rate of \$28.00/per hour, plus additional copy charges and at the discretion of the Albany Police Department. We appreciate your cooperation and assistance in making this process efficient.

**2600 Pacific Boulevard SW
Albany, OR 97321
541-917-7680**