

SECTION 22: FOLEY POLICE DEPARTMENT RECORDS REPRODUCTION FEE SUMMARY

The Foley Police Department charges a fee for the reproduction of documents, audio and/or video recordings, and photographs.

A request for such reproduction should be made a minimum of **15 days** prior to the date required. An invoice will be provided to the requester once the entire file has been reproduced and is ready for pick-up.

Below are the associated costs for the reproduction of each type of document. The costs are determined by the document type and amount of documents contained within that individual case file, as well as other special circumstances.

These costs are subject to change as needed at the discretion of the Foley Police Department as approved by the Chief of Police and without having to update this SOP.

Reports:

Reports (paper copies) – A page is defined as a black and white single sided copy. A duplex copy (both sides of the paper) is considered two pages.

\$3.00 for 1st three (3) pages of paper

\$1.00 per sheet of each additional page of paper

Video/Audio Recordings:

This fee includes the cost of the DVD/CD to be provided by this department. If multiple DVD/CD's are contained within a case, the fee is applied to each DVD/CD provided.

\$30.00 each video and/or audio DVD/CD

Photographs:

Photographs are released on a case-by-case basis and may require the approval of a staff member.

\$5.00 each individual hard-copy color photograph

\$5.00 each individual photograph contained on a CD or DVD

CDs or DVDs containing photograph media (digital copy) will be charged according to the number of photographs contained.