

1. FEES MAY BE CHARGED FOR PUBLIC RECORDS REQUESTS:

As provided in this Sparks Police Department Public Records Request Policy, fees may be charged for providing responses to a public records request. The fee is limited to the actual cost to the agency to provide the copy of the public record, unless a specific statute or regulation sets a fee that the governmental entity must charge for the copy.

2. FEES CHARGED TO FILL PUBLIC RECORDS REQUESTS:

The actual cost to fulfill public records requests received by the Sparks Police Department may include one or more of the following charges, as applicable:

a. PAPER COPIES shall be provided at \$0.05 per page.

b. ELECTRONIC STORAGE (thumb drives, CDs) shall be provided at the actual cost of the device.

c. POSTAGE shall be charged to the requester at actual cost.

d. Traffic Reports requested through LexisNexis will be charged \$5.00 per report.

e. Any other actual costs that may be incurred in fulfilling the request.

f. PERSONNEL COSTS shall be charged at the minimum hourly rate of a Police Office Assistant for staff time that exceeds 10 hours.

i. The current hourly rate, including benefit costs, for a Police Office Assistant is \$55.03 per hour.

ii. The Sparks Police Department will not charge any fees for the first 10 hours of personnel time necessary to fulfill a public records request. Staff will make reasonable efforts to assist the requester in narrowing the scope of the request to the specific information the requester is attempting to locate in order to reduce costs. Once the request is appropriately narrowed, the Sparks Police Department will begin tracking staff time necessary to fulfill the request.

iii. The Sparks Police Department will provide the requester with a projected cost to fulfill the request and will notify the requester within 5 business days of submission when the expected cost exceeds the 10-hour personnel threshold.

iv. The requester will be required to provide a deposit equal to 50% of the projected cost prior to processing the request. The Sparks Police Department will not process the request until the deposit is received. Such payments can

be made in person at the Sparks Police Department counter or online via [online option].

v. If the requester has not submitted the required deposit within 5 business days of the projected cost notice, the request will be canceled and the requester notified of the cancellation.

vi. The requester will be required to provide payment of the remaining costs before the records will be released. The requester is responsible for any costs incurred, even if the costs exceed the original projected cost. The records will not be released until all outstanding amounts have been paid, either in person at the Sparks Police Department counter or online via [online option]. If the requester has not submitted the final payment within 10 business days from the date of notification of completion from the Sparks Police Department, the request will be canceled and the 50% deposit will not be refunded.

vii. Related requests may be aggregated for purposes of determining the number of hours spent fulfilling them. Related requests may include, but are not limited to, requests from the same person on the same or similar subject matter and/or requests made close in time to one another.

viii. Upon request, all or a portion of the costs of fulfilling a public records request may be waived upon approval of the Chief of Police. Waiver of costs is never required.