

ORDINANCE NO. 22-2004

**AN ORDINANCE CREATING SECTION 118.1 OF THE
MUNICIPAL CODE OF THE CITY OF VALPARAISO
ESTABLISHING ADMINISTRATIVE FEES FOR THE
REPRODUCTION/COPYING OF ACCIDENT REPORTS;
PROCESSING OF CRIMINAL HISTORY CHECK REQUESTS
(EXCLUDING REQUESTS BY MILITARY PERSONNEL);
REQUESTS FOR FINGERPRINTING
REQUESTS FOR DUPLICATES OR REPRODUCTIONS OF
PHOTOGRAPHS, AUDIO, AND VIDEO RECORDINGS
VALPARAISO, PORTER COUNTY, INDIANA**

WHEREAS, in addition to the actual expense of items necessary to produce the following, the Valparaiso Police Department incurs administrative time and expense in reproducing/copying of accident reports, processing criminal history check requests (excluding requests by military personnel), fingerprinting, and duplicating/reproducing photographs, audio, and video recordings.

WHEREAS, the Valparaiso City Chief of Police has studied the aforementioned costs and expenses associated with these requests; and

WHEREAS, the Common Council of the City of Valparaiso deems it appropriate to assess these administrative fees to defray part of the costs and expenses associated with these requests

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Valparaiso, that Section 118.1 of the Municipal Code of the City of Valparaiso should be and is hereby created to read as follows:

- (A) An administrative fee of Seven Dollars (\$7.00) shall be assessed for each reproduction/copy of an accident report.
- (B) An administrative fee of Ten Dollars (\$10.00) shall be assessed for processing a criminal history check (excluding requests by military personnel).
- (C) An administrative fee of Ten Dollars (\$10.00) shall be assessed for each request to have fingerprints taken.
- (D) An administrative fee of Ten Dollars (\$10.00) shall be assessed for each photograph requested.
- (E) An administrative fee of One Hundred Fifty (\$150.00) shall be assessed for each audio recording reproduced on compact disk (CD).
- (F) An administrative fee of Two Hundred Fifty (\$250.00) shall be assessed for each video recording reproduced on either VHS or 8 mm tapes.
- (G) The administrative fees created by this section shall be forwarded to the Valparaiso Clerk-Treasurer within thirty (30) days of collection.
- (H) The Valparaiso Clerk-Treasurer shall deposit the administrative fees collected for reproduction/copying of accident reports into the Local Police Education Fund (Fund 290) for appropriation and expenditure pursuant to established guidelines.
- (I) The Valparaiso Clerk-Treasurer shall deposit all other administrative fees under this ordinance into the Motor Vehicle Equipment Fund (Fund 281) for appropriation and expenditure pursuant to established guidelines.

The provisions of this ordinance shall take effect as prescribed by state statute.

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PASSED by the Common Council of the City of Valparaiso, Indiana, by a 5-0
vote of all members present and voting this 28th day of
June, 2004.

Jon Costas

Jon Costas, Mayor

ATTEST:

Sharon Swihart
Sharon Swihart, Clerk-Treasurer

Presented by me to the Mayor of the City of Valparaiso, Indiana, this 28th day of
June, 2004, at 7:35 o'clock P.m.

Sharon Swihart

Sharon Swihart, Clerk-Treasurer

This Ordinance approved and signed by me this 28th
day of June, 2004, at 7:35 o'clock P.m.

Jon Costas

Jon Costas, Mayor