

OCOEE POLICE DEPARTMENT PUBLIC RECORDS REQUEST

CASE NUMBER:	DATE OF INCIDENT:	TYPE OF CASE:
LOCATION:	INDIVIDUAL(S) INVOLVED:	
WHAT IS REQUESTED?		
REPORT COST:		\$
# of SINGLE PAGES _____ X \$0.15 = \$ _____ # of DUPLEX PAGES _____ X \$0.20 = \$ _____		
PHOTOGRAPHS:		\$
3 1/2" x 5", COLOR _____ X \$0.26ea. = \$ _____ ENLARGEMENTS: ACTUAL COST FROM LAB \$ _____		
TAPES:		\$
CASSETTE \$1.00 ea X NUMBER OF TAPES = \$ _____ VIDEO \$3.00 ea X NUMBER OF TAPES = \$ _____		
COMPUTER DISK \$1.00ea. X NUMBER OF DISKS = \$ _____		
STAFF COST:		\$
DATE / TIME STARTED _____ DATE / TIME COMPLETED _____		
DATE / TIME STARTED _____ DATE / TIME COMPLETED _____		
TIME SPENT PREPARING RECORD REQUEST (IN MINUTES): _____ STAFF EMPLOYEE _____		hourly rate divided by 60 , Times # of minutes over 20
OTHER:		\$
HANDLING CHARGE \$2.50 POSTAGE \$ _____		
PAID BY: () CASH () CHECK-CHECK NUMBER _____		TOTAL DUE
DATE COPY RECEIVED/MAILED: _____ / _____ REQUEST COMPLETED BY: _____		\$

IF THE DOCUMENT IS TO BE MAILED, ENTER THE NAME AND ADDRESS OF THE PERSON THE DOCUMENTS ARE TO BE SENT TO:
NAME:

ADDRESS (Including City, State & Zip)

CITY OF OCOEE CHARGES FOR PUBLIC RECORD ACCESS

The City of Ocoee is mandated under chapter 119 of the Florida State Public records Law to ensure full compliance of these laws governing public access to its public records. The City's records Management section is committed to ensuring that these laws are adhered to and follow State guidelines concerning fees and service charges for records requests as stated below:

Chapter 119 of the Florida Public records law, paragraph 910 (a) states, in part: every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records or his designee. The custodian shall furnish a copy or a certified copy of the record upon payment of the fee prescribed by law or, if a fee is not prescribed by law, for duplicated copies of not more than 14 inches by 8 1/2 inches, upon payment of not more than 15 cents per one-sided copy, and for all other copies, upon payment of the actual cost of duplication of the records. An agency may charge no more than an additional 5 cents for each two-sided duplicated copy....

Paragraph (1)(b):...If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both...*

The City's Records Management section charges the following to the public for services rendered in assisting in public record access:

Report Fees: To avoid delay in processing due to insufficient funds - a base rate of \$3.00 (plus postage) per request has been set for a basic report. This does not include such reports as surveys/research, homicides, etc. Average report is two (2) to four (4) pages.

Basis for rate: \$2.50 handling charge
 .15 per single page
 .20 per duplex page

Photographs: (Cost of development, time spent filling request and postage.)

Copies of Tapes: (Cost of tape, \$1.00 for cassette tape, \$3.00 for video cassette tape, time spent filling request and postage.)

* (over 15 minutes for information technology resources and/or over 20 minutes of clerical or supervisory assistance)