ADMINISTRATIVE REGULATION 2024-12
Mayor Blessing A. Mobolade

DATE: **December 9, 2024**

TOPIC: **Criminal Justice Records Release Fees and Charges**

LEGAL AUTHORITY: City Charter §§ 3-10(b) and 15-30
                        City Code §§ 1.2.314
                        Colorado Revised Statutes § 24-72-306(1)

1.0 Purpose and Scope: This Administrative Regulation sets the administrative fees and charges related to the release of criminal justice records by the Police Department.

2.0 Terms Defined: Pursuant to Colorado Revised Statutes § 24-72-306(1), the City of Colorado Springs ("City") through the Colorado Springs Police Department ("CSPD") and the Office of the City Attorney may assess reasonable fees, not to exceed actual costs, including but not limited to personnel and equipment, for the search, retrieval, and redaction of criminal justice records and may waive fees at its discretion.
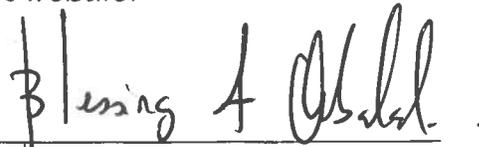
2.0 Procedures:

3.1 In General: Pursuant to City Charter § 3-10(b), the Mayor shall perform all executive and administrative functions of the City, including promulgation of administrative regulations.   Fees and charges set by the Mayor shall be implemented by administrative regulation as set forth in City Code § 1.2.314. The recovery of costs related to the production of criminal justice records by CSPD and the Office of the City Attorney is an administrative function of the City government.

3.2 Establishment of Fees and Charges: The criminal justice records release fee is hereby set at ten dollars ($10.00) per quarter-hour (1/4 hour) spent by employees of the City as required to search, retrieve, redact, and further prepare the requested record(s) for release.
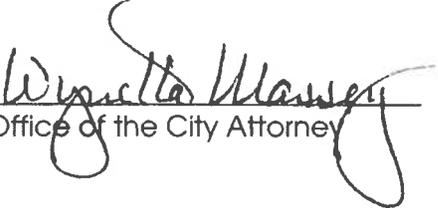
3.0 Miscellaneous

4.1   This Administrative Regulation shall be effective as of **January 1, 2025**, and shall remain in effect until amended or rescinded.

4.2   This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.

Blessing A. Mobolade, Mayor

APPROVED AS TO FORM:

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Office of the City Attorney