**CITY OF VAN METER PUBLIC SAFETY**

**FEE POLICY AND OPEN RECORDS REQUESTS**

**GENERAL POLICY:**

It is the policy of the City of Van Meter to meet all reasonable requests for information and documents within the constraints of Iowa Code Chapter 22. The purpose of this policy is to fix fees for certain offenses, services or for public examination and duplication of records.

# CUSTODIAN OF RECORDS:

While the overall custodian of the City's records is the City Administrator, a request to view or a request for a copy of a public record shall be directed to the custodian of the public records for the applicable City department. The custodian of records for the Van Meter Department of Public Safety is Christi Power, administrative assistant.

# FEE SCHEDULE:

The schedule of fees for copying of public safety records, municipal violations or services is set by the Van Meter City Council. The current fee schedule is as follows and applies to all DPS record requests separate from the standard fees for records requests with the City of Van Meter, Iowa.

**You are required to remit the records request to the Van Meter Department of Public Safety at 505 Grant Street (P O Box 160) Van Meter, IA 50261 or you may email such requests to capower@vanmeteria.gov.**

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| --- | --- |
| **Van Meter Public Safety Fee Schedule** | P24C2T1#y1 |
| Effective November 9,2020 |

**Administrative Fees:**

COPYING OF RECORDS

|  |  |
| --- | --- |
| Flat $5 Fee Plus the Fee Listed Below |  |
| 8½” x 11” black and white | $0.25 per page |
| 8½” x 11” color | $0.50 per page |
| 8½” x 14” or 11” x 17” black and white | $1 per page |
| 8½” x 14” or 11” x 17” color | $2 per page |
| Copies of audio tapes or CD/DVD | $35 |
| Copies of video tapes or CD/DVD | $35 |
| Duplicate digital photos | $5 |
| Fax - domestic | $1 per page |
| Fax - international | $2 per page |

MISCELLANEOUS FEES

|  |  |
| --- | --- |
| Records search (over one hour) | $30 per hr. plus copy charge |
| Non-sufficient funds check fee | $30 |
| Civil service tests | Actual cost |
| Certified mailings | Actual cost |
| Personnel rates | Hourly rate plus benefits |

**Operations Fees:**

EXTRICATION FEES

|  |  |
| --- | --- |
| Extrication Initial Response | $300 per involved vehicle plus other fees outlined in this fee schedule. |
| Extrication with additional resources requested | $500 per involved vehicle  plus other fees outlined in this fee schedule. |

RESPONSE RATES

|  |  |
| --- | --- |
| Apparatus/Police Vehicle Response | $250 per Apparatus Used |
| Standby of Support Vehicles | $100 per Support Vehicle |
| Manpower used in response | $40 per Manpower Hour |
| Specialized Equipment or Service not Locally Available | Actual Cost |
| Uninsured Portion of Equipment Damaged | Uninsured Cost |
| Disposables, Other Costs of Response | Replacement Cost |
| Responder Sustenance | Actual Cost |
| Special Events Services | Above Apparatus & Manpower Hour Fees apply |

HAZARDOUS MATERIALS FEES (Based on Iowa Fire Service Response Fee Structure Iowa Code 455B.392)

|  |  |
| --- | --- |
| Haz-Mat Light Response | $236.56 per hour (includes 1  vehicle and 2 personnel |
| Haz-Mat Heavy Response | $295.70 per hour (includes 1  vehicle and 4 personnel |
| Additional personnel | $23.68 per hour per  employee |
| Expended material | Replacement cost including  shipping |
| Damaged Equipment/Personal Protective Equipment repair  and/or cleaning | Billed at parts and labor cost  including shipping |

DELIBERATE RISKTAKING FEES

|  |  |
| --- | --- |
| First Offense | $500 |
| Second Offense | $750 |
| Third Offense and Any Additional | $1,000 |

MISCELLANEOUS FEES

|  |  |
| --- | --- |
| Burning permit | $25 |
| False alarms - 1st – 3rd | No charge |
| 4th | $50 |
| 5th | $100 |
| 6th | $200 |
| 7th + per calendar year | $250 |
|  |  |

The person requesting the information shall be provided a bill, which shall be paid before the photocopies will be released. If the cost of responding to a request is estimated to exceed $10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds $50, the person requesting the records will need to pay the estimated costs prior to the copies being made.

The custodian of the requested records will attempt to fill record requests in a timely manner, not to exceed fourteen (14) working days, unless an issue arising concerning the disclosure of records exempt from Chapter 22. These records include, but are not limited to: medical records, personnel or employee-related files, documents concerning litigation or claims, police reports and/or names and addresses of complainants.

All open records requests that are responded to by electronic media shall be provided in a format that prevents the document from being altered.

# REQUEST FORM TO EXAMINE OR COPY RECORDS

Description of Record Requested:

Requester and Record Identification\*

Name of Requester Address Telephone No.

Signature of Requester\*

If the cost of responding to a request is estimated to exceed $10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds $50, the person requesting the records will need to pay the estimated costs prior to the copies being made.

\*This information is not required but will be used to provide a response and/or in the event clarification is needed.

# RESPONSE TO REQUEST TO EXAMINE OR COPY RECORDS

Date of Response:

q Your request has been received and is being processed. The City will respond within fourteen (14) days.

q The city has located a response to your requested request the estimated cost of your request is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If less than $50, please sign below if you agree to pay these costs.

If more than $50, the above amount must be paid prior to copies being made.

I understand that once I return this form with signature, I am liable for the cost to the City of Van Meter, Iowa for the cost of copying the requested records regardless of whether I pick up the requested records.

Signature

Date

q The record you have requested is exempt from disclosure under Iowa law. Please see the response below.

q The City does not have any documents responsive to your request.

q The City needs additional information to respond to your request. Please provide the following:

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**For City Use Only**

Request received by: Action assigned to: Response due date: Fee Amount due: $

On:

Date fee received: