

RESOLUTION 2025-094  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROVING REVISED FEES FOR FORT COLLINS POLICE  
SERVICES' CRIMINAL JUSTICE RECORDS

A. Colorado Revised Statutes ("C.R.S.") Section 24-72-306 authorizes Fort Collins Police Services to assess reasonable fees for the actual costs it incurs in searching for, retrieving, and redacting criminal justice records for public inspection.

B. C.R.S. Section 24-72-306 also authorizes Fort Collins Police Services to charge a fee not to exceed twenty-five cents per standard page for a copy of a criminal justice record or a fee not to exceed the actual cost of providing a copy, printout, or photograph of a criminal justice record in a format other than a standard page.

C. C.R.S. Section 24-72-306 requires that any such fees be established by City Council.

D. The fee schedule currently used by the Records Division of Fort Collins Police Services was last approved by the City Council in 2017.

E. The proposed modifications in the Records Division's fee schedule more accurately reflect the current costs of making criminal justice records available for public inspection.

F. The City Council believes that the adoption of the revised fee schedule is in the best interests of the City.

In light of the foregoing recitals, which the Council hereby makes and adopts as determinations and findings, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the following fees are hereby adopted and shall be applicable to all requests to the Records Division of Fort Collins Police Services for public inspection of criminal justice records, unless such fee is specifically waived by the Chief of Police:

**FORT COLLINS POLICE SERVICES  
Fees for Criminal Justice Records  
November 3, 2025**

|                                                                                |                                                  |
|--------------------------------------------------------------------------------|--------------------------------------------------|
| 1. Police Case Reports (cost includes: search, retrieval, redaction, and copy) | \$40 per hour<br>\$10 per ¼ hour<br>\$10 minimum |
| 2. Background searches (cost includes: search, retrieval, redaction, and copy) | \$40 per hour<br>\$10 per ¼ hour<br>\$10 minimum |

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|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 3. Location searches (cost includes: search, retrieval, redaction, and copy)                                                      | \$40 per hour<br>\$10 per ¼ hour<br>\$10 minimum                |
| 4. Calls for service (CAD), other records (cost includes: search, retrieval, redaction, and copy)                                 | \$40 per hour<br>\$10 per ¼ hour<br>\$10 minimum                |
| 5. 911/dispatch recordings, digital media (video, audio, photos, CD/DVD), (cost includes: search, retrieval, redaction, and copy) | \$40 per hour<br>\$10 per ¼ hour<br>\$10 minimum                |
| 6. Printed copy of report per page                                                                                                | \$.25 per page in addition to cost of report                    |
| 7. Certified Copies                                                                                                               | \$5 in addition to cost of report                               |
| 8. Special searches requiring the creation of a new record, manipulation or data, or expertise of computer systems personnel      | \$40 per hour<br>\$10 per ¼ hour<br>\$10 minimum                |
| 9. VIN Verifications                                                                                                              | \$10 per vehicle                                                |
| 10. Digital media storage device (USB, CD/DV, external hard drive)                                                                | Prices start at \$5 and are dependent on the size of the device |

NOTE: A non-refundable deposit is required at the time of the request based on an estimation of copy cost and the time required. The balance of the deposit will be refunded if the actual costs are less than the deposit.

Passed and adopted on November 3, 2025.

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Mayor Pro Tem

ATTEST:

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City Clerk

Effective Date: November 3, 2025  
Approving Attorney: Dawn Downs