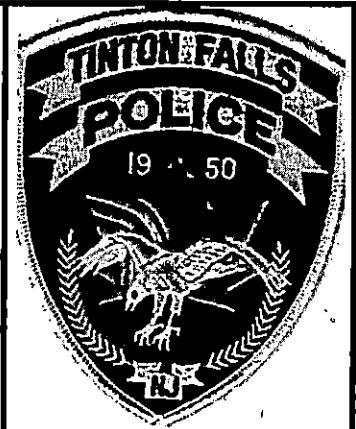


TINTON FALLS POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Open Public Records Act Special Service Charge

BY THE ORDER OF:
Chief of Police

OF PAGES: 2

EFFECTIVE DATE: November 2024

ACCREDITATION STANDARDS:

POLICY

It will be the policy of the Department to implement the guidelines established in this Standard Operating Procedure.

Purpose

To establish guidelines for the imposition of special service charges in connection with requests made pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1, et seq., for audio and/or visual media recorded by body worn cameras and mobile vehicle recorders, other media including, but not limited to radio transmissions and calls with police dispatchers, and for records that cannot be reproduced by ordinary document copying equipment or when fulfilling a request to the Department requires an extraordinary expenditure of time and effort.

Procedure

A. General:

1. The Open Public Records Act, N.J.S.A. 47:1A-1, et seq., allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5.c.

B. Special Service Charges:

1. Whenever the in-house workforce or available equipment is insufficient to duplicate or produce government records in a timely fashion, the Department may cause such duplication or production to be accomplished by outside vendors such as copy centers or producers of digital images and audio. If the costs of such duplication or production charged by such vendors exceeds the routine charges set forth in N.J.S.A. 47:1A-5, the actual direct cost of same without any additional surcharge for labor costs shall be paid.

2. Whenever government records cannot be reproduced by regular copying equipment or fulfillment of the request would involve extraordinary time and effort (for example, where a large number of records must be recovered from storage, or substantial staff time is required to review, redact, sort, and/or assemble records), charges may be imposed as follows:

- a. The actual cost (materials and supplies) of duplication or reproduction; plus
 - b. The actual direct cost of labor for each hour of extraordinary time utilized to respond to the request.
3. Any requestor of government records which may be eligible for the imposition of a special service charge under this section shall receive advance notice of the amount of the charge before work is started. If the exact amount cannot be determined, the requestor will be provided with how the charge will be calculated and an estimate of the charge. The Department shall use the attached form for this purpose.

Closing

All police procedures heretofore employed by this Department which conflict with this order are hereby rescinded.

Supervisors shall be held accountable for the enforcement and application of this order. All members of the Tinton Falls Police Department are required to follow this order as applicable. Violations of this order subject members of the agency to disciplinary action.