



LAKELAND POLICE DEPARTMENT

NOTICE OF LAKELAND POLICE DEPARTMENT BILLING PRACTICES IN MATTERS PERTAINING TO “PUBLIC RECORDS”

On occasion, persons will request the City of Lakeland Police Department (LPD) to provide copies or duplicates of records in the custody of LPD. Applicable law permits LPD to ask the requesting party, before LPD produces the requested materials, to pay LPD the costs LPD has incurred in purchasing whatever materials we must utilize to produce the copies or duplicates. (See partial list below.) Applicable law also permits LPD to ask the requesting party to pay our actual personnel and information technology costs, in some instances, when the nature or volume of the request requires LPD to ‘extensively use’ those limited resources in producing its response to the request. The LPD may withhold or deny the requesting party access to the subject records or duplicate records until the requestor pays the actual costs the LPD has incurred in duplicating the materials requested and/or preparing them for your inspection. In addition to charging the requestor the costs we have incurred to purchase materials for duplication, the LPD intends to ask you to pay a “special service charge” for reasonable costs the LPD incurred for “extensive use of information technology” and/or “extensive clerical or supervisory assistance....” The personnel costs the LPD would charge you when their extensive assistance is required are whatever the City of Lakeland pays the LPD personnel providing the required assistance or the rate of compensation the City pays the employee who possesses the required skill to perform the task and is paid the least; whichever is less. Please know the City of Lakeland has, by ordinance, established that public record responses requiring more than thirty (30) minutes warrant the imposition of the “special service charge.”

Certain information contained in LPD records is protected by law from disclosure. The LPD, in responding to your request for copies or duplicates, therefore, must not only utilize personnel time to search for and duplicate requested records held by LPD, we must then redact information recorded in LPD records that is protected, confidential, privileged or otherwise “exempt” from required disclosure under the law.

Below, please find a partial list of materials typically required for record duplication and the associated costs of those materials:

1.	Sheet of glossy color photographs (per sheet)	\$2.50 (estimate)
2.	DVD, including plastic case (per DVD)	\$.50
3.	Videotape/VHS (per videotape)	\$1.00 (estimate)
4.	Fee for “certified” copy (per document)	\$1.00
5.	CD	\$.50
6.	Audiocassette tape (per tape)	\$.25 (estimate)
7.	Two-sided B & W photocopies (per page; up thru 8.5” x 14”)	\$.20
8.	One-sided color photocopies (per page; up thru 8.5” x 14”)	\$.20
9.	One-sided B & W photocopies (per page; up thru 8.5” x 14”)	\$.15
10.	Double-sided photocopies (per page, up thru 8.5” x 14”)	\$.20
10.	Postage	Variable

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