

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2414
SUBJECT Charging Fees for Reports		
REVISED		
REFERENCE All Others	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 1

A. PURPOSE

The purpose of this general order is to define which entities may be charged reasonable fees for reports and paperwork and which entities may receive reports as a professional courtesy.

B. POLICY

The City of Anderson Police Department may charge reasonable fees for reports. Fees will be waived for victims who are listed on the report and law enforcement personnel who are requesting the report(s) for official use.

C. PROCEDURES

1. Fees to be charged for reports.
 - a. The Records Unit may provide copies of incident or accident reports to victims specifically identified in the report, to other law enforcement officers for official use, or to other government entities at no charge.
 - (1) If multiple copies are requested by victims on multiple occasions, a reasonable fee may be charged.
 - b. A reasonable fee will be charged for all other requests.

By order of:



 Martin D. Brown, Chief of Police

3-12-2010
Date