



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



<b>POLICY NUMBER</b>	
ADM:38	
<b>EFFECTIVE DATE:</b> 08/16/2002	<b>ORIGINAL ISSUED ON:</b> 08/16/2002
<b>REVISION NO:</b> 1	

<b>SUBJECT: FEES FOR OFFENSE INCIDENT REPORTS AND ACCIDENT REPORTS POLICY</b>
---

**1.0 PURPOSE**

The purpose of this policy is to ensure that a uniform fee is charged for Accident and Incident Reports, while remaining in compliance with the Inspection of Public Record Act.

**2.0 POLICY**

It is the policy of the Department of Public Safety to collect a standard fee for all incidents and/or accident reports that are released to the public.

**3.0 APPLICABILITY**

This policy applies to all record custodians of the Department of Public Safety Records Bureau.

**4.0 REFERENCES**

**A. NMSA 14-2-9**

1. A Custodian:
  - a. May charge reasonable fees for copying the public records, unless a different fee is otherwise prescribed by law.
  - b. Shall not charge fees in excess of one dollar (\$1.00) per page for documents eleven (11) inches by seventeen (17) inches in size or smaller.
  - c. May require advance payment of the fees before making copies of public record.
  - d. Shall not charge a fee for the cost of determining whether any public record is subject to disclosure and;
  - e. Shall provide a receipt, upon request.

**5.0 DEFINITIONS**

- A. Custodian** – An employee at the Department of Public Safety Records Bureau.
- B. Fees** – A charge for copying of public records.
- C. DPS** – The Department of Public Safety.

**6.0 PROCEDURE**

The Department of Public Safety will collect a standard fee for all incidents and/or accident reports that are released to the public.

The fee for accident and incident reports will be one dollar (\$1.00) for the first page and twenty-five cents (\$.25) for each additional page. Unless billing arrangements have been made, payment is required prior to the report being released.

## FEEES FOR OFFENSE/INCIDENT REPORTS AND ACCIDENT REPORTS

Requests received with incorrect fees will be returned to the requestor with a form letter indicating what the problem is and will be logged into the request log database indicating what action was taken.

### **7.0 ATTACHMENTS**

**NONE**

### **8.0 APPROVAL**

APPROVED BY: s/Thomas English  
DPS Cabinet Secretary

DATE: August 16, 2002