

CITY OF GREAT FALLS, MONTANA

AGENDA# 5

A G E N D A R E P O R T

DATE June 21, 2005

ITEM Res. #9503 to Establish a fee schedule for case report requests in the City Attorney's Office.

INITIATED BY Kory Larsen, Assistant City Attorney

ACTION REQUESTED Adopt Res. #9503 on Final Reading.

PREPARED AND PRESENTED BY Kory Larsen, Assistant City Attorney.

RECOMMENDATION:

It is recommended the City Commission approve the establishment of a fee schedule for case report requests made in the City Attorney's Office.

MOTION:

I move the City Commission adopt Resolution No. 9503.

SYNOPSIS:

Resolution No. 9503 would set a fee schedule for case report requests made in the City Attorney's Office based on the reasonable fees outlined in the Montana Code for Medical Providers.

BACKGROUND:

The City Attorney's Office took over the task of releasing case reports when a party requests the release in April of 2005. Previously this task was handled by records clerks in the Police Department.

The reason for the switch was twofold; one in most circumstances the information requested is defined as Confidential Criminal Justice Act information and in order to assure compliance with the Act, the Prosecutor must review the report prior to release. Secondly, it resolves a potential liability issue relating to either the improper release of information by the Police Department or the improper withholding of information. With City Attorney staff review, both issues are resolved.

As a result of the change, City Attorney staff is now spending a greater amount of time reviewing, copying and delivering case reports and related information. The fees requested will assist us in serving the seemingly ever increasing workload related to the release of information.