

ORDINANCE NO. 16,150

AN ORDINANCE to amend the Municipal Code of the City of Des Moines, Iowa, 2000, adopted by Ordinance No. 13,827, passed June 5, 2000, as heretofore amended, by amending Section 86-29, relating to the schedule of fees associated with administrative expenses.

Be It Ordained by the City Council of the City of Des Moines, Iowa:

Section 1. That Section 86-29, relating to the schedule of fees associated with administrative expenses of the Municipal Code of the City of Des Moines, Iowa, 2000, adopted by Ordinance No. 13,827, passed June 5, 2000, as heretofore amended, is amended, as follows:

Sec. 86-29. Copies and abstracts of records; fees.

- (a) The chief of police or his or her designee is hereby authorized to prepare and deliver upon request a copy or reproduction of records made by police officers in the course of an investigation and to charge for such service a fee to cover the cost of copying or reproducing the records. However, copies or reproductions of the reports required by state law and designated confidential shall not be made available to the public.
- (b) The chief of police or his or her designee is further authorized to prepare and deliver upon request a copy or reproduction of records made by police officers in the course of a motor vehicle accident investigation and to charge for such service a fee to cover the cost of copying or reproducing the records. However, copies or reproductions of the reports required by state law and designated confidential shall not be made available to the public.
- (c) The chief of police or his or her designee is further authorized to deliver upon request photographic copies of police investigative scenes and to charge for such service a fee to cover the cost of reproducing the photographs.
- (d) The chief of police or his or her designee is further authorized to prepare and deliver upon request an abstract of the arrest record of any person and to charge for such service a fee to cover the cost of compiling said abstract.
- (e) The chief of police or his or her designee is further authorized to prepare and deliver upon request a copy or reproduction of trip logs indicating calls for police service and to charge for such service a fee to cover the cost of copying or reproducing the logs.
- (f) The chief of police or his or her designee is further authorized to prepare and deliver upon request a verification of theft of property from a specifically named victim and to charge for such service a fee to cover the cost of producing said verification.
- (g) The chief of police or his or her designee shall permit persons to view police investigative reports and arrest records under supervision for a reasonable period of time, and there shall be no charge for such viewing. Persons viewing such records or reports shall be permitted to make notes on their own paper from said records or reports but no person shall be permitted to make notes, marks or erasures on any such reports or records. However, reports required by state law and designated confidential shall not be made available to the public.
- (h) Except for tapes designated confidential, the chief of police or his or her designee shall permit persons to listen to and record excerpts of dispatch tapes within 30 days of a recorded call to the police department. A service fee shall be collected for recording

reproductions made by the police department for a requestor. The requestor must supply a blank cassette tape for such reproductions.

- (i) Except for tapes designated confidential, the chief of police or his or her designee shall permit persons to observe and record excerpts of video tapes originally recorded by the police department within 30 days of the recorded event. A service fee shall be collected for recording reproductions made by the police department for a requestor. The requestor must supply a blank VHS type tape for such reproductions.
- (j) The chief of police shall have authority, subject to the approval of the city manager, to prescribe rules and regulations relating to the furnishing, making, and handling of all said copies, reproductions, and abstracts and the terms and conditions upon which they shall be made available.

Section 2. This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

FORM APPROVED: Megan E. Norberg, Assistant City Attorney

T. M. Franklin Cownie, Mayor

Attest: I, Laura Baumgartner, Acting City Clerk of the City of Des Moines, Iowa, hereby certify that the above and foregoing is a true copy of an Ordinance (Roll Call No. 22-1099), passed by the City Council of said City at the meeting held on June 27, 2022 and signed by the Mayor on June 27, 2022 and published and provided by law in the Business Record on July 15, 2022 Authorized by Publication Order No. 11994.

Laura Baumgartner, Acting City Clerk