


New Berlin Police Department Procedures Manual		Procedure Title: Clerical Fees			
Issue Date: 04/10/15	Effective Date: 03/29/19	Next Review Date: 01/01/22	Total Pages: Page 1 of 1	Procedure Number: 1501.04	Related Directive: 1501

1. Effective March 15, 2019, the following schedule of miscellaneous police department clerical fees is established and supersedes all previous administrative orders or memos relating to fees charged for police department services.
 - a. Miscellaneous Police Department Fees
 - i. The following fees will be charged for providing copies of police department records when picked up at the police department:
 1. **Copies of reports..... \$.25 each page**
 2. **Copies of CDs/DVDs..... \$15.00 each**
 - b. The following additional fees will be charged for mailing or faxing the above records:
 1. **By mail – postage and handling.....\$3.00 per request**
 2. **By fax – local calls..... \$3.00 per request**
 3. **long distance..... \$5.00 per request**
 - c. The following fees will be charged per person for fingerprinting people living or working in New Berlin:
 1. **Fingerprint Fee - \$20.00 Each additional card - \$5.00**

[No charge will be assessed to reprint if the fingerprint card was returned by FBI/CIB for illegible print(s).]
2. Other miscellaneous fees collected at the police department:
 - a. **PBT Tests - \$5.00 per test**
 - b. **Parking Permits - \$5.26 per month**
 - c. **Background Checks - \$10.00 per person**
 - d. **Towed Vehicle Storage Fee- \$10.00 per day**
 - e. **Warrant Service Fee - \$25.00 service fee per warrant**