

**CITY OF NOGALES  
PUBLIC NOTICE**

**NOTICE OF INTENT TO ESTABLISH NEW OR INCREASED  
RECORDS REPORT REQUEST FEES,  
PURSUANT TO A.R.S. § 9-499.15**

Pursuant to A.R.S. § 9-499.15, the City of Nogales, Arizona, hereby gives notice that it may adopt a resolution to impose new or increased fees and to post on the City's website a copy of the report supporting the new or increased fees. The fees to be adopted and/or increased are the City of Nogales Police Department's Records Report Request Fees.

**The Nogales City Council will consider approving these proposed fees after a Public Hearing to be held on February 5, 2025 in the City Hall Complex Council Chambers, 777 North Grand Avenue, Nogales, Arizona, as part of the Council Meeting scheduled to begin at 5:00 p.m.**

**THE ABOVE FEES WILL BECOME EFFECTIVE (30) DAYS AFTER APPROVAL BY THE CITY COUNCIL.**

Copies of the fee schedule as well as the written report supporting these new or increased fees may be reviewed at the office of the City Clerk of the City of Nogales, 777 North Grand Avenue, Nogales, Arizona 85621 during normal office hours, Monday through Friday, 8:00 a.m. – 5:00 p.m. The Records Report Request fee schedule and written report are also available on the Nogales website at <https://www.nogalesaz.gov/>. Persons wishing to comment on the proposed changes may do so, in writing, prior to the public hearing to be held on the date listed above or may testify in person at the hearing. After the public hearing on **February 5, 2025**, the City Council may approve, disapprove, or modify said resolution.

Dated this 22 day of November, 2024.

CITY OF NOGALES

Leticia Robinson, City Clerk

DATE POSTED ON THE CITY OF NOGALES WEBSITE: November 22, 2024

## Fee Schedule Report

### November 2024

This report documents the fee schedules of various Arizona agencies related to Records Checks, Report Requests and Digital Video Requests (Body Worn Camera Footage). The report is in support of the intent to increase fees and the implementation new charges related to a new body worn camera program. Listed below are the agencies in Arizona that have similar fee schedules as those proposed by the Nogales Police Department.

Agency	Records Request	Records Check	Video Recording (BWC)
Lake Havasu	\$12.00	\$12.00	\$46.00 per reviewed hour
Yuma	\$10.00	\$10.00	\$46.00 per hour
Tucson	\$5.00 + \$0.25 per page after 15 pages	\$5.00	\$44.00 per video hour
Tempe	\$5.00 + \$0.25 per page after 20 pages	\$5.00	\$46.00 per video hour
Mesa	\$5.00 + \$0.20 per page after 50 pages	\$10.00	\$46.00 per video hour
Gilbert	\$5.00	\$5.00	\$46.00 per video hour
Flagstaff	\$8.00	\$7.00	\$46.00 per video hour
Sahuarita	\$5.00 + \$0.25 per page after 25 pages	\$5.00	\$46.00 per video hour
Pima	\$5.00 + \$0.25 per page after 20 pages	\$5.00	\$46.00 per video hour

#### Proposed Revisions to Nogales' Fee Schedule

Fee	Records Request	Records Check	Video Recording (BWC)
Current	\$5.00	\$5.00	None
Proposed	\$7.00	\$7.00	\$46.00 per video hour

Body Worn Camera fees are regulated by A.R.S. § 39-129 – Local law enforcement; video recordings; fee, which states:

Except as provided in section 39-127, a county, a city, a town or any political subdivision of this state may establish a onetime fee per copy, not to exceed \$46 per video-hour reviewed, that is charged to a person who submits a public records request to a local law enforcement agency for a copy of a video recording. A county, a city, a town or any political subdivision of this state may take into consideration the following information when determining the amount of the onetime fee per copy:

1. The reasonable cost of reviewing, transmitting, making a copy of and, as necessary, redacting the video recording.
2. Any other relevant information.

Any questions or information requests please visit the Nogales Police Department during normal officer hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.

**Report prepared by Lieutenant Jose Bermudez, Special Operations**



# Records Report Requests

## Do you need a copy(s) of public records?

- Paper copies — \$7.00 per report
- Copies sent via email—\$7.00
- Digital copies—\$25.00 for data, audio, and video recordings on CD or DVD.
  - Items considered digital copies cannot be sent via email due to size restrictions
- Body Warn Camera Digital copies—\$46.00

**\*\*Disclaimer\*\***

**Body Warn Camera Footage is \$46.00 per video-hour reviewed (A.R.S. 39-129).**

**The Records Division will process your request once full payment has been received.**

*Per A.R.S. § 39-127, victims of Part I Crimes receive one free copy of their case report only.*

To request reports, complete the Request Form and submit it online, email, in-person or mail

An invoice will be sent when your request is received. Payment can be made in person by exact cash only. If paying by credit card, use the convenient online option. Money orders should be mailed with a copy of the invoice to the address listed below.

Nogales Police Department  
Records Division  
777 N Grand Ave  
Nogales, AZ 85621

## **Please Note:**

**Due to high volume, we are unable to process your requests immediately. Every effort will be made to complete requests within fifteen (15) business days of receiving a written request. Thank you for your patience.**

**\*\*ALL UNCLAIMED REQUEST WILL BE DESTROYED AFTER 30 DAYS OF REQUEST DATE\*\***



# NOGALES POLICE RECORDS

520-285-2856

The Information you provide will assist Nogales Police Department Records Division in fulfilling your request Under Arizona Law, Some information may be protected and not releasable

### Requestor Information:

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Case Report \$7.00 Includes Photos If Available

Case Report # \_\_\_\_\_ Date Time of Report: \_\_\_\_\_

Location of Report: \_\_\_\_\_ Type of Report: \_\_\_\_\_

Name(s) of People Involved In report: \_\_\_\_\_

### Case Report Delivery Options: Select One (1)

**(Tuesday's & Thursdays Only from 9:00 am – 4:00 pm)**

Email Report (Provide Email) \_\_\_\_\_

Call For Pick Up (Provide Phone #) \_\_\_\_\_

### Digital Copies \$25.00 Compact Disk (CD)

Case Report # \_\_\_\_\_ Date time of Report: \_\_\_\_\_

Location of Report: \_\_\_\_\_ Type of Report: \_\_\_\_\_

Data (Report & Photos If Any)

Audio

Video Recordings from Reports (If Any)

911 Recordings

### Digital Recording(s) Delivery Options: Select One (1)

Call For Pick Up (Provide Phone #) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Body Worn Camera \$46.00

Case Report # \_\_\_\_\_ Date time of Report: \_\_\_\_\_

Location of Report: \_\_\_\_\_ Type of Report: \_\_\_\_\_

Body Worn Camera

### Digital Recording(s) Delivery Options: Select One (1)

Call For Pick Up (Provide Phone #) \_\_\_\_\_

Email (Provide Email) \_\_\_\_\_



# Record Check Letter Requests

## Do you need an Arrest History or Clearance Letter?

- Paper copies—\$7.00 per letter
- Copies sent via email—\$7.00

Letters documenting an individual's arrest history with the Nogales Police Department are only available to that person or a legal representative.

- Include a copy of a government-issued picture ID with the request.
- Include a full name, any former/maiden names, and date of birth on the request form.

### *Under Arizona's Public Record Law (A.R.S. § 39-121)*

- *Public Records Detail employees cannot provide information on another person's arrest record*
- *Requires a description and statement of purpose be provided to request public records.*

To request record check letter, complete the Request Form and submit it online, email, in-person or mail. An invoice will be sent when your request is received. Payment can be made in person by exact cash only. If paying by credit card, use the convenient online option. Money orders should be mailed with a copy of the invoice to the address listed below.

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Records Division  
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Nogales, AZ 85621

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# NOGALES POLICE RECORDS

520-285-2856

The Information you provide will assist Nogales Police Department Records Division in fulfilling your request Under Arizona Law, Some information may be protected and not releasable

### Requestor Information:

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Record Check Letter \$7.00

Record check under your own Name:

Record check under Someone Else's Name:

**Under A.R.S. § 39.121, Public Record Detail Employees Cannot Provide Information on another person's arrest record. Unless a Notarized Letter, Power of Attorney, Authorization of Release is provided.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Last Name) (First Name) (MM/DD/YYYY)

Former/Maiden/Alias Names: \_\_\_\_\_

Current Address: \_\_\_\_\_ (State) (Zip Code)

Social Security Number: \_\_\_\_\_ **\*\* Provision of your Social Security Number is to ensure accuracy in checking your criminal history information. You may choose not to provide this information, however, that may hinder the ability to provide accurate information\*\***

### Delivery Methods Select only one (1)

**(Tuesdays & Thursdays Only Between 9:00am – 4:00pm)**

Call For Pick Up (Provide Phone #) \_\_\_\_\_

Email Letter (Provide Email) \_\_\_\_\_