

**CITY OF BETHLEHEM, PENNSYLVANIA
DEPARTMENT OF POLICE**

	INTER-DEPARTMENTAL MEMORANDUM	
	TO:	Racheal Leon, City Council President
	FROM:	Michelle L. Kott, Chief of Police
	DATE:	08 September 2026
	RE:	Proposed Fee Increases for 2027

I am requesting your assistance with updating the City's fee schedule for police records. The current fees have not increased in more than ten years, with the last adjustment occurring in January 2015 (Resolution No. 2014-263). Since that time, the costs associated with processing, reviewing, copying, and redacting police records have increased significantly.

The Police Department continues to receive a substantial number of records requests, many of which require staff time to locate records, review the materials, make legally required redactions, and prepare the records for release. The current fee schedule no longer adequately reflects the administrative time, technology, and resources required to fulfill these requests.

I am proposing that we increase fingerprinting and criminal history background checks from \$15 to \$20. These proposed increases are consistent with prices advertised by other law enforcement agencies here in Pennsylvania.

In addition to updating the general police records fees, I am requesting that the city enact a fee of \$125 for requests involving audio or video recordings, including but not limited to body-worn camera footage, in-car camera footage, and other department-maintained recordings.

This proposed fee is consistent with Act 22, which permits a reasonable fee to produce audio and video recordings. The fee may account for the cost of the footage itself, as well as the labor required to review the recording, determine whether release is legally permissible, and complete any necessary redactions prior to disclosure. Similar to above, this proposed fee is consistent with prices advertised by other law enforcement agencies here in Pennsylvania.

Thank you for your attention to this matter.

EXHIBIT A

Fee Guidelines for Police Records Room

	Current Rate	2027 Proposed
Fingerprint request	\$15.00	\$20.00
Criminal History Background Check	\$15.00	\$20.00
Vehicle Accident Report	\$15.00	\$15.00
Audio and Video Recordings (Act 22 Requests)		\$125.00
Incident Reports	\$5.00	Handled through Right to Know
List of Calls Report	\$1.00/page	Handled through Right to Know
All other records/documents kept by the City in the normal course of business	\$0.25/page	Handled through Right to Know

RESOLUTION NO. 2026-_____

BE IT RESOLVED by the Council of the City of Bethlehem that the Police Records Fees listed on Exhibit A and made a part hereof, are hereby established; and

BE IT FURTHER RESOLVED that the rates shall be effective January 1, 2027.

Sponsored by /s/ _____

/s/ _____

ADOPTED by Council this day of , 2026.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk