



Joel Greer, Mayor
Jessica Kinser, City Administrator
Michael W. Tupper, Chief of Police
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Marshalltown Police Department Chief of Police Memorandum

TO: City Administrator Jessica Kinser
FROM: Michael W. Tupper
Chief of Police
DATE: 25 May 2021
RE: PD Fee Schedule Recommendations

The police department recommends increasing these fees.

1. Fingerprinting Services

Currently, the police department provides fingerprinting services for community members seeking this service for private employment needs or background investigation needs. We charge \$8.00 per latent print card.

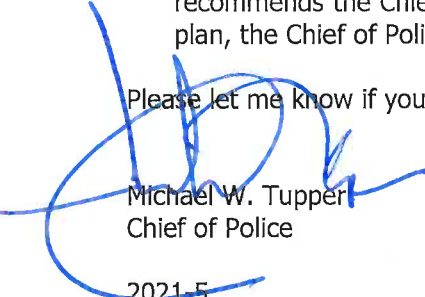
Staff recommends we increase the fee to \$20.00 for the service regardless of the number of cards. We also recommend waiving this fee for employees of the Marshalltown Community School District.

2. Extra-duty jobs for law enforcement officers.

Currently the police department charges \$45.00 per hour for a police officer to work an extra-duty job assignment. There is a two-hour minimum. \$45.00 per hour does not always cover the city's actual costs for staff time and does not cover costs for overhead expenses related to the use uniforms, equipment, vehicles, etc. during these extra-duty job assignments.

Staff recommends increasing the extra-duty job fee to \$55.00 per hour with a two-hour minimum. Additionally, staff recommends there be a two-officer minimum requirement for any event serving alcohol and a four-officer minimum requirement for boxing, wrestling, or mixed martial arts events. Lastly, staff recommends the Chief of Police have the authority to waive officer minimums if, after a review of the event plan, the Chief of Police determines less staffing is appropriate.

Please let me know if you have questions or concerns about this matter. Thank you!



Michael W. Tupper
Chief of Police

2021-5

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