

**BERKELEY POLICE DEPARTMENT**

**DATE ISSUED: January 13, 1994**

**GENERAL ORDER T-17**

**SUBJECT: MOTOR VEHICLE ACCIDENT REPORTS - SALE OF**

**PURPOSE**

- 1 - The purpose of this Order is to state policy and procedures regarding the sale of Motor Vehicle Accident Reports.**

**POLICY**

- 2 - It is the responsibility of personnel assigned to the Services Bureau of the Support Services Division to follow the procedures described in this Order regarding the sale of Motor Vehicle Accident Reports.**

**AUTHORIZATION**

- 3 - Vehicle Code Section 20012 and Section 2.64.120 Berkeley Municipal Code (BMC) authorize the sale of reproduced copies of records and enlarged photographs of injury accident investigations.**
- 4 - General Order R-19 defines and specifies persons, companies, or groups who have a direct interest in an accident and who are entitled to make purchases.**

**FEES**

- 5 - The fee for accident report photocopies shall be: 10.00**
  - (a) Fees for photographs: (8" x 10") 10.00**  
**(3" x 5") 3.00**
  - (b) Contact photographs cannot be purchased.**

**EXEMPTIONS**

- 6 - The following are exempt from fees:**
  - (a) Federal, State and local agencies; county, city and other political subdivisions; and public districts.**
    - (1) Copies, including contact photographs, are furnished without charge.**
  - (b) Principals and representatives who meet the requirements of General Order R-19 and only review reports.**

**PROCEDURE**

- 7 - The procedure for handling requests, preparing, photocopying, and selling reports shall be the responsibility of personnel assigned to the Service **Bureau**.**

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- 8 - Counter requests shall be accepted and photocopies made during regular business hours.**
  - (a) If the photocopies cannot be provided immediately, the requestor shall be asked to return or be informed that they will be mailed to him/her.
- 9 - Requests received by mail shall be processed as convenient.**
  - (a) A notation shall be made on mail requests indicating the date mailed and the initials of the employee handling the transaction.
- 10 - The ultimate fiscal responsibility and accounting for funds shall be the responsibility of the Public Safety Business Office staff, who shall make the necessary deposits with the City Treasurer.**
  - (a) General Order R-17 shall be complied with.
- 11 - Numbered receipts from the electronic register shall be executed for each sale with receipt given to the customer.**
- 12 - All checks shall be made payable to the City of Berkeley.**

References: Berkeley Municipal Code Section 2.64.140 [formerly City Ordinance 45533-N.S.]  
California Vehicle Code Section 20012  
General Orders R-17, R-19, and T-16  
**CALEA Standards**