

City of Phoenix Inventory of Programs

Department: Police

Strategic Plan Area: Public Safety*

Program Name: Fiscal Management Bureau Public Records Unit

Program Description:

The Public Records Unit receives record requests and releases public records requested by citizens, the media, or other agencies and organizations in accordance with state and federal public records laws; reviews departmental records and redacts personal identifying information or other items that may be lawfully redacted; reviews and issues oversized dimensional permits; records, scans, and stores traffic accident, drug evaluations, Admin Per Se, and DUI reports written by police officers and provides these reports to the City Prosecutor's Office; and processes letters of clearance for US citizenship, adoptions, immigration, nursing programs and employment. The Public Traffic Records Detail is currently undergoing several recommended changes from the Advance Phx Team project.

Performance Measures	2017-18 Budget	2018-19 Preliminary Bud.
Complete request for release within	1 - 390 days	30 days
Process DUI, Admin Per Se, and Traffic Accident Reports within	14 days	4 days
Process Letters of Clearance within	45 days	45 days

Source of Funds

General Fund	\$ 2,004,887	\$ 2,284,000
Court Awards	160,000	17,000
Public Safety Expansion	19,206	165,000
Federal and State Grants		2,000
Total Net Budget	\$ 2,184,093	\$ 2,468,000

Gross Budget** - Not Applicable		
--	--	--

Program Positions

Civilian	22.1	21.5
Sworn	0.0	0.0
	22.1	21.5

Does this program generate budgeted revenue?

Yes No

Does this program provide required matching funds for a grant funded program?

Yes No

The budget amounts listed include all costs for that program. Costs can include staff, contracts for services, supplies and equipment, vehicles and fuel, utilities, allocated costs for administrative support, and services provided by other departments such as information technology support and vehicle and facility maintenance.

*This is the primary Strategic Plan focus area supported by this program.

**The difference between the gross and net budget represents credits received for services provided to other programs and/or capital improvements projects.