

**CITY OF SEA ISLE CITY
NEW JERSEY**

ORDINANCE NO. 1734 (2026)

**AN ORDINANCE TO AMEND “EXAMINATION AND COPYING OF PUBLIC RECORDS” IN
CHAPTER 2 OF THE REVISED GENERAL ORDINANCES OF THE CITY OF SEA ISLE CITY TO
REFLECT AMENDMENTS TO POLICE COPYING FEES**

WHEREAS, the City of Sea Isle City is continuing its ongoing review of its ordinances and as permitted by the City police and general welfare powers finds it is in the best interests of the City and prudent to adjust the fees for the production by the City of certain police records; and

WHEREAS, the City of Sea Isle City Police Department (“Department”) expends significant time and resources in responding to requests for copies of body-worn camera footage (“BWC footage”) and vehicle mounted cameras footage (“VMC Footage”); and

WHEREAS, the Department must redact such BWC footage and VMC footage under the rules and regulations of the Open Public Records Act (“OPRA”); and

WHEREAS, for each hour of BWC footage and/or VMC footage requested, approximately three (3) hours of time is required to redact same; and

WHEREAS, the Department has received requests for BWC footage and/or VMC footage which encumber a substantial amount of time and cost.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sea Isle City, County of Cape May and State of New Jersey as follows:

SECTION I. Chapter 2 Section 26.4 of the Revised General Ordinances of the City of Sea Isle City, entitled “Copying Fees - Police” is hereby amended to delete the existing section in its entirety and replace same as follows:

2-26.4. Copying Fees — Police.

- a. In Person Requests. For all police reports for which the applicant appears in person requesting a copy, the following fees shall be charged:
 1. Police Reports and Discovery: Fees are based upon the size of the paper on which the document is copied.
 - (a) Letter size (8.5" x 11") paper or smaller: \$0.05 per page.
 - (b) Legal size (8.5" x 14") paper or larger: \$0.07 per page.
 2. Photographs: \$7.50 for photographs to size eight inches by 10 inches. Any photographs larger than eight inches by 10 inches shall be charged at the direct cost of reproducing copies thereof.
- b. Written Requests. For all police reports for which the applicant submits a written request for a copy, the following fees shall be charged:
 1. Police Reports and Discovery: Fees are based upon the size of the paper on which the document is copied.
 - (a) Letter size (8.5" x 11") paper or smaller: \$0.05 per page.
 - (b) Legal size (8.5" x 14") paper or larger: \$0.07 per page.
 2. Photographs: \$7.50 for photographs to size eight inches by 10 inches. Any photographs larger than eight inches by 10 inches shall be charged at the direct cost of reproducing copies thereof.
- c. Camera Footage - When body-worn camera/police vehicle camera footage is requested from the City of Sea Isle City Police Department, the footage generally requires review for possible redaction.
 1. For every one (1) hour of camera footage requested, it shall be assumed that three (3) hours were required to review the footage for redaction purposes.
 2. Requests of camera footage will be charged a fee of \$50.00 per hour of review for redaction purposes.

3. Camera footage review fees shall be billable in 15-minute increments or part thereof.
 4. Requests of body-worn/vehicle camera footage with run-times of one (1.0) hour or less shall be provided free of charge; the fee for redaction shall begin in the second hour of run-time. Requests which include more than one video shall be calculated in the aggregate and the fee for redaction shall begin in the second hour, and calculation shall be performed from the lowest run-time to the highest.
 5. Prior to review and production of recorded camera footage, the requester shall be provided with an estimated charge for production of the footage. In order for the review and production to proceed, the requester shall provide the City of Sea Isle City Police with a deposit in the amount of 50 percent (50%) of the estimated charge.
 6. If the actual review time is under the estimated cost, the requestor shall only be charged for actual cost less the deposit paid. If the actual review time is over the estimated cost, the requestor shall only be charged the amount of the estimate and no higher. If the actual review time is less than the deposit paid, the requestor shall be refunded the difference between the deposit and the actual cost.
 7. Victims of crime shall not be charged any fee for redaction when requesting body-worn/vehicle camera footage of such incident.
- d. Identification of Party Making Request. All requests for police reports and/or photographs, whether in person or by mail, shall be accompanied by a letter of authority with sufficient identification naming the person or persons applying for such copies and indicating the authority or capacity of the person or persons making such request for such report or photograph. Sufficient identification of each person or persons making requests shall be required before any report or photograph may be released.
- e. Exceptions: The following shall be exceptions to the fee schedule set forth in paragraphs 1 and 2 of this section paragraph a and b. There shall be no fees charged to or for the following:
1. A local municipal agency, County agency, State of New Jersey agency or Federal agency.
 2. A charitable, nonprofit corporation or religious corporation.
 3. No handling fee if the photograph or record is not on file.
 4. No reports concerning criminal activities or pending criminal hearings shall be released, except pursuant to the rules of criminal discovery.
- f. Collection of Fees. The Police Department will collect such fees as are herein established and will pay the same over, within 48 hours of collection, to the Chief Financial Officer.

SECTION II. Severability. If for any reason any section of this Ordinance shall be declared illegal by any Court of competent jurisdiction, the remaining section of the Ordinance shall remain in full force and effect, notwithstanding.

SECTION III. Repealer. Any Ordinance or provision thereof inconsistent with this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION IV. Publication. This Ordinance shall take effect immediately upon the adoption and publication in accordance with the law.

Mayor Leonard C. Desiderio

I HEREBY CERTIFY THAT the foregoing ordinance was duly passed by the City Council of the City of Sea Isle City, New Jersey on first reading at the regular meeting of said Council held on the 10th day of March, 2026 and will be taken up for second reading, public hearing and final passage at the regular meeting of said Council held on the 14th day of April, 2026, in City Hall, 3rd Floor Council Chambers, 233 JFK Blvd., Sea Isle City, New Jersey at 10:00 a.m.

Shannon D. Romano, Municipal Clerk