

First Reading: September 30, 2025
Second Reading: October 7, 2025

ORDINANCE NO. 14283

AN ORDINANCE AMENDING CHATTANOOGA CITY CODE,
PART II, CHAPTER 16, SECTION 16-57, RELATIVE TO
CHARGES FOR FINGERPRINTS AND RECORD CHECKS.

WHEREAS, City Code Section 16-57 was last amended by the City Council on September 11, 2001, and authorizes the Chattanooga Police Department (CPD) to charge fees for accident reports, incident reports, background checks, fingerprinting, and arrest reports; and

WHEREAS, subsequent changes in state law following the amendments to the Tennessee Public Records Act and operational practices have rendered these charges obsolete, specifically:

- The Schedule of Reasonable Charges for inspection of public records under the Tennessee Public Records Act and the Chattanooga Public Records Policy adopted by the City Council on April 8, 2025, sets the fees for per page letter and legal sized copies, labor costs, and limits the duplication costs for production of public records if such costs are less than \$1.00. As such CPD may generally charge only \$1.00 for copies of incident reports and payment for such records is to be made electronically by debit/credit card or online through a Requester's Open Records Center Account.
- Accident reports may be provided free of charge through the State of Tennessee website.
- CPD no longer provides arrest reports, as they are handled by Hamilton County.
- CPD has not provided fingerprinting services for many years and has no plans to resume.
- Background checks are primarily conducted for military, government, or adoption purposes, and eliminating the fee will not significantly affect demand.

WHEREAS, the City Auditor's review determined that the administrative costs of collecting, recording, reconciling, and depositing minimal revenues from these fees outweigh the benefits, resulting in inefficiency; and

WHEREAS, the Office of Internal Audit has recommended removing the stated fees in Section 16-57 and authorizing CPD to provide incident reports, accident reports, and background checks free of charge as a community service;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE:

SECTION 1. That Chattanooga City Code, Part II, Chapter 16, Section 16-57, be amended by deleting same in its entirety and substituting in lieu thereof the following:

Sec. 16-57. – Charges for records and services.

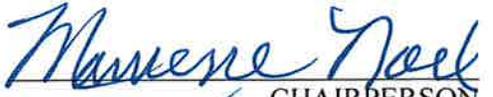
The Chattanooga Police Department is authorized to provide the following services without charge as a public service to the community:

1. **Incident Reports** – Single copies of incident reports, traffic reports, and background checks will be provided free of charge to all requesting parties by hardcopies of such reports.

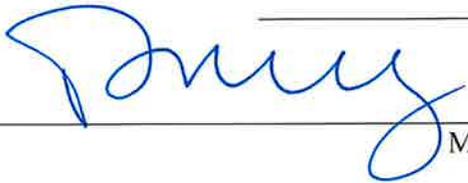
Fingerprinting services and arrest reports are not provided by the Chattanooga Police Department following the effective date of this Ordinance. Traffic crash reports will not be provided by the Police Department and may be provided electronically by the State of Tennessee from <https://www.purchasetncrash.gov>.

SECTION 2. BE IT FURTHER ORDAINED, That this Ordinance shall take effect two (2) weeks from and after its passage.

Passed on second and final reading: October 7, 2025


CHAIRPERSON

APPROVED: DISAPPROVED:


MAYOR

PAN/mem/v2