



# VIRGIN ISLANDS POLICE DEPARTMENT

REVENUE ESTIMATING CONFERENCE

DECEMBER 2, 2020

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# CENTRAL RECORDS BUREAU

- 
- VIPD's Central Records Bureau is responsible for the collection of all fees.
  - Offices are located on St. Thomas, St. John and St. Croix.
  - Servicing the public from 8:30am to 3:00pm, Monday through Friday.

# SERVICES OFFERED

Firearms  
Licenses

Police  
Reports

Police and  
Traffic  
Records

Fingerprints

Security  
Licenses

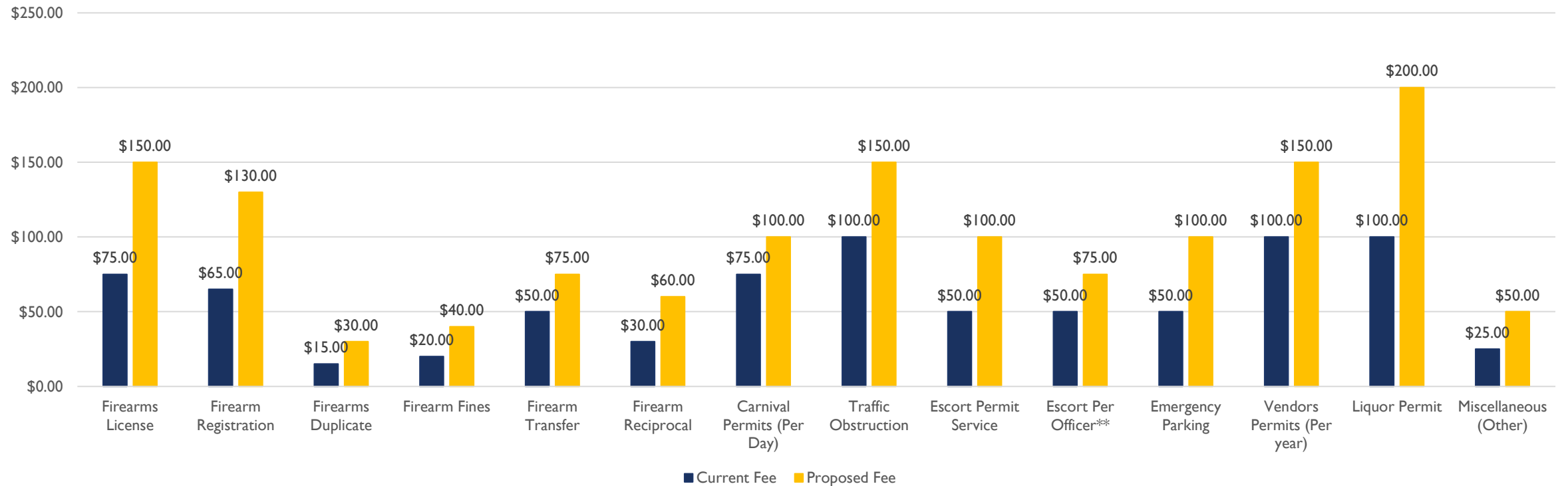
Police  
Permits

Business  
Licenses

# CURRENT FEES

Service	Fee	Service	Fee	Service	Fee
Police Records	\$12.00	Press Pass(Plus \$25.00 cost)	\$150.00	Emergency Parking	\$50.00
Traffic Records	\$7.00	Watchman Guard Patrol Comp.	\$350.00	Vendors Permits (Per year)	\$100.00
Police/Traffic Reports	\$10.00	Watchman's Lic/per off	\$50.00	Liquor Permit	\$100.00
Fingerprints	\$40.00	Branch Officer Fee	\$125.00	Photocopies	\$1.00
Record Expungement	\$100.00	Processing Fees (Application)	\$25.00	Miscellaneous	\$25.00
Firearms Applications	\$7.00	Watchman Guard Pat. Contr	\$200.00	Subpoena	As Per Charge
Firearms License	\$75.00	Application	\$25.00	Returned Check Fee	\$50.00
Firearm Registration	\$65.00	Private Detective (license)	\$200.00	Blanket Permit	As Per Charge
Firearm Renewal	\$50.00	Application	\$25.00	Blanket Permit (Sen. Func.)	As Per Charge
Firearms Duplicate	\$15.00	Carnival Permits (Per Day)	\$75.00	Entertainment	As Per Charge
Firearm Fines	\$20.00	Special Permit	\$100.00	Insuffient Funds	\$50.00
Firearm Transfer	\$50.00	Activated Alarm(Per Call Monthly after First Three)	\$100.00	Firearm Security Registration	\$40.00
Firearm Reciprocal	\$30.00	Traffic Obstruction	\$100.00	Miscellaneous (Other)	\$25.00
Locksmith License*	\$200.00	Escort Permit Service	\$50.00	Statistical Data	\$50.00
Business License	\$150.00	Escort Per Officer**	\$50.00	Statistical Data (Students)	\$10.00

# PROPOSED SERVICE FEE INCREASE



# REVENUE GENERATION & PROJECTION

## **FY2019**

- Revenues increased from \$484,629 in FY2018 to \$550,995 in FY2019 which represents an increase of \$66,366 or 14%.

## **FY2020**

- Revenues decreased from \$550,995 in FY2019 to \$372,498 in FY2020 which represents a decrease of \$178,497 or 32% as a result of COVID-19.

## **FY2021**

- Revenues are projected to increase from \$372,498 in FY2020 to \$451,525 in FY2021 which represents an increase of \$79,027 or 21%. This is due to increases in several service fees.

## **FY2022**

- Revenues are projected to increase from \$451,525 in FY2021 to \$496,677 in FY2022 which represents an increase of \$45,152 or 10% based on the stabilization of revenues after the increases in FY2021.

# REVENUE GENERATION & PROJECTION

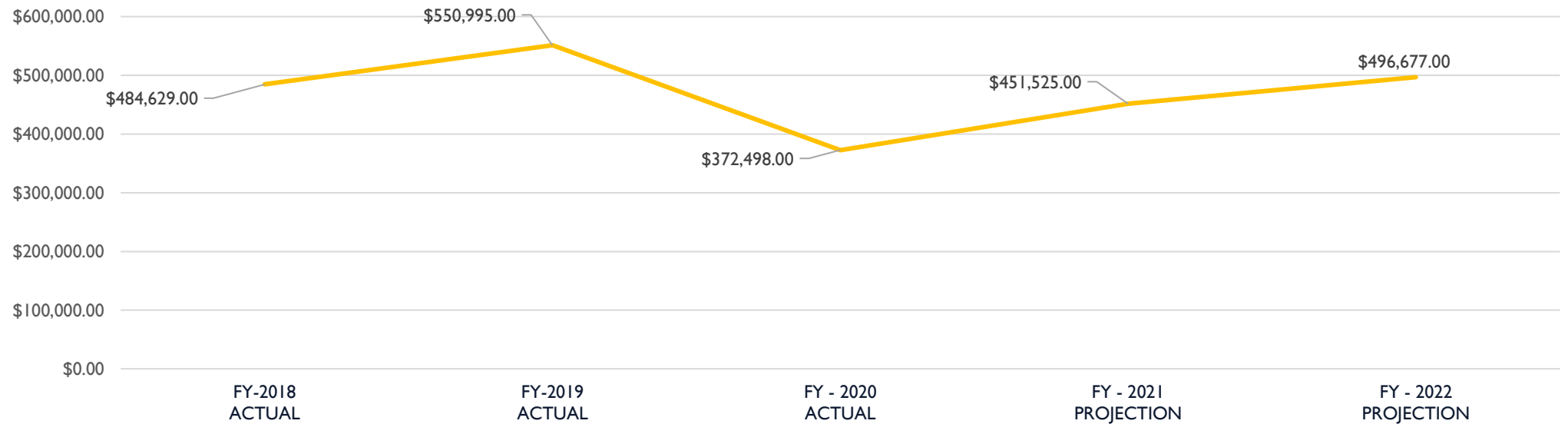
Fee Description	FY 2018	FY 2019	FY 2020	FY2021 Annual Projection w/ Proposed Increase	FY2022 Annual Projection w/ Proposed Increase
Police Records	\$192,078.00	\$201,216	\$153,120	\$168,432	\$185,275
Traffic Records	\$23,904.00	\$26,971	\$17,227	\$18,950	\$20,845
Police/Traffic Records	\$46,020.00	\$51,680	\$38,430	\$42,273	\$46,500
Police/VISA Immigration Records	\$528.00	\$72	\$72	\$79	\$87
Police/Business License	\$0.00	\$0	\$34,400	\$37,840	\$41,624
Fingerprints	\$49,640.00	\$64,280	\$0	\$0	\$0
Firearms Applications	\$11,221.00	\$12,390	\$9,352	\$10,287	\$11,316
Firearms License & Registration (3yrs)	\$35,490.00	\$42,194	\$24,375	\$48,750	\$53,625
Firearms Renewal (3yrs)	\$44,100.00	\$56,875	\$46,400	\$51,040	\$56,144
Firearms Duplicate	\$1,170.00	\$645	\$420	\$840	\$924
Firearms Fines(Per year)	\$3,140.00	\$1,900	\$1,640	\$3,280	\$3,608
Firearms Reciprocal	\$180.00	\$30	\$120	\$240	\$264
Locksmith License*	\$400.00	\$600	\$0	\$0	\$0
Watchman Guard Patrol License	\$10,850.00	\$9,800	\$6,300	\$6,930	\$7,623
Watchman Guard Patrol Fee Per Corporate Officer	\$1,500.00	\$1,500	\$650	\$715	\$787
Watchman Guard Patrol Branch Office Fee	\$1,825.00	\$1,125	\$375	\$413	\$454
Watchman Guard Patrol Application	\$575.00	\$650	\$300	\$330	\$363
Watchman Guard License	\$700.00	\$200	\$400	\$440	\$484
Watch Guard Application	\$0.00	\$0	\$75	\$83	\$91

# REVENUE GENERATION & PROJECTION

Fee Description	FY 2018	FY 2019	FY 2020	FY2021 Annual Projection w/ Proposed Increase	FY2022 Annual Projection w/ Proposed Increase
Watchman Guard Late Fee	\$0.00	\$500	\$400	\$440	\$484
Private Investigative Agency License	\$1,050.00	\$720	\$1,750	\$1,925	\$2,118
Private Investigative Agency Fee Per Corporate Officer	\$0.00	\$50	\$0	\$0	\$0
Private Investigative Agency Branch Office Fee	\$250.00	\$375	\$500	\$550	\$605
Private Investigative Agency Application	\$75.00	\$150	\$275	\$303	\$333
Private Investigator License	\$800.00	\$400	\$200	\$220	\$242
Private Investigator Application	\$238.00	\$25	\$0	\$0	\$0
Photocopies	\$10.00	\$0	\$6	\$7	\$7
Carnival Permits (Per Day)	\$16,450.00	\$19,925	\$6,075	\$8,100	\$8,910
Key Maker License (Plus Cost)	\$0.00	\$200	\$0	\$0	\$0
Special Permit	\$9,850.00	\$23,575	\$6,050	\$6,655	\$7,321
Traffic Obstruction (Per Day)	\$4,100.00	\$2,700	\$3,800	\$5,700	\$6,270
Emergency Parking	\$2,700.00	\$1,800	\$400	\$800	\$880
Escort*	\$6,650.00	\$7,000	\$3,900	\$7,800	\$8,580
Escort per Officer	\$0.00	\$0	\$0	\$3,750	\$4,125
Liquor Permit	\$7,900.00	\$11,300	\$5,800	\$11,600	\$12,760
Vendors Permit	\$2,700.00	\$1,900	\$2,100	\$3,150	\$3,465
Blanket Permit	\$2,700.00	\$600	\$0	\$0	\$0
Entertainment	\$2,550.00	\$6,400	\$5,025	\$5,528	\$6,080
Insufficient Funds (Bounce Check)	\$50.00	\$0	\$1,100	\$1,210	\$1,331
Return Check Fee	\$0.00	\$50	\$61	\$67	\$74
Miscellaneous	\$3,235.00	\$1,157	\$1,400	\$2,800	\$3,080
Statistical Data (Students)	0.00	\$40	\$0	\$0	\$0



# ANNUAL REVENUES AND PROJECTIONS



# PROJECTED REVENUE GENERATORS

## Activated Alarms

After a reasonable number of courtesy responses to activated alarms, law enforcement should enforce the false alarm fees. Officers receive several activated alarm calls daily, without a fee being assigned to the business. The assessed fees can be utilized to offset crime prevention programs.

## Online Records & Firearms Processing & Services

The capabilities for customers to request and process services online will provide an added convenience and minimize the need for in person visits. Online offers efficiency and the reduction of paperwork.

## Records Management System

Will aid in reducing operating costs and improving efficiency of employees. The operation of the Records Bureau consumes a significant amount of time and money in terms of storage space, printing, filing and staffing to maintain an organized record system. It also takes a lot of time to search or reproduce records in absence of an organized, digital system. This sometimes equates to additional hours in overtime pay.

QUESTIONS

