

Manheim Township Police Department Fee Schedule - 2025

IX. Manheim Township Police Department Fees and Charges

The following fees and charges will be applied to users of certain police services as described below.

Fee Type	Fee Description	Fee
MTPD Services		
Accident Reports	Obtain crash reports through crashdocs.org	\$15
Incident Reports	Requested from police department through an open record request.	\$0.25 per page B&W \$0.50 per page Color
Photographs	Photographic records requested from police department through an open records request.	\$1.00 per CD
Photocopying and Printing	Open record requests charges.	\$0.25 per page B&W \$0.50 per page Color
In-Car/Body Cam/Police Station Security Footage	Requested from police department through a designated form.	\$125 filing fee \$200 deposit for 1st hour or any part thereof. \$200/hr or any part thereof for any time beyond 1 hour.
All Other Record Fees	Will follow PA Office of Open Record Fee Schedule	
Solicitors / Peddlers License Fee	Fee charged for peddling or solicitation in Manheim Township.	\$100 with application
Pawn Brokers and Junk Dealers License Fee	Fee charged for peddling or solicitation in Manheim Township per Chapter 390-4 of Township code of ordinances	\$50.00 annually; \$20.00 for certain exempt antique dealers (See Code)
Secondhand Dealers (Pawn Brokers, Junk Dealers) Appeal Filing Fee		\$75
Dumpster or Portable Storage Device Permit	Permit for the Temporary Placement of a Dumpster or Portable Storage Device on a Public Street – not to exceed 30 days.	\$50
No-Preference Tow List Annual Fee	This is a non-refundable fee tow companies must submit with their application to be placed on the annual no-preference tow list. This fee will not be pro-rated.	\$250
Animal Redemption Cost Recovery – Seizure Fee for Local Capture and Return	Fee charged to an identified registered dog owner when their dog is found at large, if captured, identified, and returned to the dog owner's residence.	\$75
Animal Redemption Cost Recovery – Seizure Fee for Capture and Return to Township Animal Care Agency	Fee charged to registered dog owner or non-registered dog owner when identified and after their dog is found at large and must be conveyed to the SPCA or similar animal care agency serving the Township's dog control program.	\$225

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MTPD Services		
Police Extra Duty Rate	Hourly rates charged to hire an off-duty Officer	\$110/Hr. Patrol Officer \$115/Hr. OIC/Specialist \$120/Hr. Sergeant \$125/Hr. Lieutenant \$140/Hr. Chief
Police Extra Duty Rate (Holiday)	Hourly rates charged to hire an off-duty Officer on a holiday	\$165/Hr. Patrol Officer \$172/Hr. OIC/Specialist \$180/Hr. Sergeant \$187.50/Hr. Lieutenant \$210/Hr. Chief
Burglar Alarm Services		
Alarm Business Registration Fee	Annual fee payable each year per Chapter 160 - Alarm Devices - for any business engaged in an alarm business in the Township. Issued by Police Department.	\$50.00 annually
Alarm Registration Fee Business	A fee paid annually per Chapter 160 – Alarm Devices – for a business using an automatic protection device	\$40.00 annually
Alarm Registration Fee Residential	A fee paid every three years per Chapter 160 - Alarm Devices – for a residence using an automatic protection device	\$40.00 every three years
Alarm User Registration Fee – Senior Residential (65+)	Residential alarm users, who are 65 or older and are the primary resident of the residence and no business is conducted in the residence, are exempt from the Alarm User Registration Fee	\$0
Alarm Appeal Fee	Fee charged to appeal alarm fine, returned if appeal is successful	\$25
Alarm Late Fee	Fee charged if any alarm-related fee is not received in the designated amount of time	\$25
Alarm Reinstatement Fee	Fee charged to reinstate suspended alarm	\$50
Response Assessment Fee – Registered Alarm	Fee charged for False Alarm Response to properties with a registered alarm system. Cycle runs for a calendar year.	1 - School (residential) or \$25.00 2 - \$25.00 3 - \$50.00 4 or more - \$100.00.
Response Assessment Fee - Non-Registered Alarm	Fee charged for False Alarm Response to properties without a registered alarm system. Cycle runs for a calendar year.	1 - 50.00 2 - \$100.00 3 - \$150.00 4 or more - \$200.00
Response Assessment Fee - Suspended Alarm System	Fee charged for False Alarm Response to properties with an alarm system that has been suspended	1 - \$200.00 2 or more - \$300.00