

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 13-02 -26 -07

IN THE MATTER OF AMENDING
CHAPTER 60 OF LANE MANUAL TO
REVISE FEES CHARGED BY THE
DEPARTMENT OF PUBLIC SAFETY
(LM 60.839)

WHEREAS, the Lane County Board of Commissioners has the authority to approve amendments to the Lane Manual;

WHEREAS, certain changes to Lane Manual Chapter 60 are desired to update fees charged by the Department of Public Safety (LM 60.839);

WHEREAS, the Finance and Audit committee has considered this amendment on 2/14/2013 and approved the revised fees, and

NOW, THEREFORE, IT IS HEREBY ORDERED, that Lane Manual Chapter 60 is amended by removing, substituting and adding the following sections:

REMOVE THESE SECTIONS

60.839
As located on pages 60-10 through
60-13 (a total of 4 pages)

INSERT THESE SECTIONS

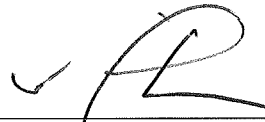
60.839
As located on pages 60-10 through
60-13 (a total of 4 pages)

Amended section 60.839 is attached hereto and incorporated herein by reference.

ADOPTED this 26th day of February, 2013.



Sid Leiken,
Chair, Lane County Board of Commissioners



APPROVED AS TO FORM

Date 2/20/13 Lane County


OFFICE OF LEGAL COUNSEL

60.839 Department of Public Safety Fees.

Under the authority of the Lane County Home Rule Charter and consistent with state law, the following fees are established:

(1) Audio Recordings, Photographs, Research and Duplication. The Department of Public Safety when requested and it has been deemed appropriate in accordance with public records policy of this department and State law shall recover administrative costs for research, materials, and labor, as has been predetermined as reasonable administrative costs according to the following schedule:

- (a) Audio Recordings on CD \$ 45.00/hour, 1 hour minimum plus postage and padded envelope if requested
- (b) CD of Evidence Photographs \$35.00 per CD plus postage and padded envelope if requested
- (c) CD of In-Car Video..... \$ 35.00/hour, 1 hour minimum
- (d) Certifying a Copy \$ 3.00 plus photocopying charges
- (e) Copy of archived report stored off site
 - Duplicated from paper file \$ 20.00 plus photocopying charges after the first 4 pages
 - Duplicated from microfiche/film original \$ 30.00 plus photocopying charges after the first 4 pages
- (f) Copy of Police Incident/Accident/CAD Reports \$ 10.00 minimum
- (g) Customized Computer Reports for a report that has not been produced previously \$ 35.00/hour, 1 hour minimum
- (h) Inspection of Police Incident/Accident Report..... \$ 35.00/hour, 1 hour minimum (Requires staff to be present)
- (i) Photocopying Charges..... \$ 0.25/page after the first 4 pages
- (j) Police Incident/Accident Report that requires research or redaction \$ 35.00/hour, 1 hour minimum plus photocopying charges after the first 4 pages
- (k) Public Records Requests Research involving policies, procedures and/or general orders..... \$ 35.00/hour, 1 hour minimum
- (l) Special Research Requests Records supervisor will coordinate and prepare estimate
- (m) Taser Activation Video on CD..... \$ 35.00/hour, 1 hour minimum

(2) Community Corrections Center (Center) and Electronic Supervision Program (ESP):

(a) The Sheriff is authorized to collect the following offender fees:

	<u>Hourly Wage</u>	<u>Center Fee/Day</u>	<u>ESP Fee/Day</u>
1.	7.05 - 8.50	14.50	13.00
2.	8.51 - 10.00	17.50	16.00
3.	10.01 - 11.50	20.50	19.00
4.	11.51 - 13.00	23.50	22.00
5.	13.01 - 14.50	25.50	24.00
6.	14.51 - 16.00	27.50	26.00
7.	16.01 - 17.50	30.50	29.00

	<u>Hourly Wage</u>	<u>Center Fee/Day</u>	<u>ESP Fee/Day</u>
8.	17.51 - 19.00	33.50	32.00
9.	19.01 - 20.50	36.50	35.00
10.	20.51 - 22.00	38.50	37.00
11.	22.01 - 23.50	41.50	40.00
12.	23.51 - 25.00	43.50	42.00
13.	25.01 +	46.50	45.00

(b) The Sheriff is authorized to collect the following set up fee from those persons eligible and accepted for the Electronic Surveillance Program (ESP) pretrial house arrest \$ 35.00

(c) The Sheriff may approve fee reductions based upon verified financial hardship..... \$ 15.50

(3) Community Service Fees.

(a) The Sheriff is authorized to collect the following offender fees plus a monthly service fee:

- Referral Fee..... \$50.00/100 hours of community service
- Referral to out of state.....\$ 100.00
- Re-Referral Fee \$25.00 to Oregon offices

(b) The Sheriff may approve reduction of the referral fee to \$25.00/100 hours of community service when an offender presents an Oregon Trail Card.

(c) Jail sentence conversion to community service hours: \$50.00/100 hours of community service and/or \$100.00 out of state

(4) Fees. The Sheriff shall collect the following fees per ORS 21.140 and 475A.045:

(a) Civil process, including service of summons, citation, civil subpoena, notice, order, small claims, writ of execution and writ of garnishment, or similar judicial documents:

- (i) 1-2 People, same address..... \$ 28.00
 - (ii) 3 People, same address..... \$ 45.00
 - (iii) 2 People, 2 addresses \$ 56.00
 - (iv) 3 People, 2 addresses \$ 90.00
 - (iv) 1 Person, 2 addresses \$ 56.00
- (\$15/person)
- (\$28/address attempt)

(b) Fees regarding services of:

- (i) Service of Notice of Restitution for:
 - 2 Tenants \$ 28.00
 - 3 Tenants \$ 45.00
 - (ii) Delivery of Writ of Garnishment..... \$ 15.00
 - (iii) Basic Enforcement (Court Ordered)..... \$ 47.00
 - (iv) Conveyance of Real Property Sold..... \$ 15.00
 - (v) Making a copy of any process, order, notice or other instrument in writing, when necessary to complete the service thereof..... \$ 3.00
 - (vi) Service of Enforcement for FED Writ of Execution with:
 - 1-2 Tenants \$ 75.00
 - 3 Tenants \$ 92.00
 - 4 Tenants \$ 107.00
- (\$15/person)

- (c) For entering and processing distraint warrants for state agencies
..... \$ 6.25
- (d) For services involving travel in excess of 75 miles round trip, an
additional fee of \$ 25.00
- (e) Returned Check Fee \$ 25.00
- (5) Fingerprinting Service Fee. Subject to the availability of personnel, the
Department of Public Safety is authorized to offer fingerprinting to the public with the
following fees:
- Initial Fingerprint Card. \$ 15.00
Each additional..... \$ 10.00
Legal Sized Envelope \$.25/each
- (6) Lane County Adult Correction.
- (a) Comprehensive Inmate File Request based upon per inmate per
lodging..... \$ 10.00 plus
photocopying charges after first 4 pages
- (b) Mug shot profile \$ 7.00/each
- (c) Inmate history/dates of incarceration \$ 5.00 plus
photocopying charges after first 4 pages
- (d) Inmate arrest report \$ 5.00 plus
photocopying charges after first 4 pages
- (e) Photographs..... \$ 7.00 per
photograph
- (f) Inmate trust account deposit processing fee..... \$ 3.00
- (7) Other Fees.
- (a) Criminal History check on requestor..... \$ 15.00
- (b) CJIS required Criminal History check \$ 10.00
- (c) Federal Firearms Transfer Fee \$ 65.00
- (d) Vehicle Impoundment administrative fee \$ 120.00
- (e) Subrogations.....\$ 8.00
- (8) Parole and Probation Fees.
- (a) DNA Sample Fee \$ 10.00
- (b) Electronic Supervision \$ 38.00/day
(Fee subject to reduction based on fee schedule in LM 60.839(5),
Electronic Supervision Program)
- (c) Electronic Supervision Set-up Fee \$ 35.00
- (d) Interstate Compact Transfer Fee \$ 150.00
- (e) Missed, Unexcused, Polygraph Test Actual Cost
- (f) Polygraph Test..... Actual Cost
- (g) Positive Urinalysis..... \$ 30.00 flat fee
- (h) Program Participation..... \$ 5.00/session
- (i) Supervision Fees \$ 35.00/monthly
- (9) Personal Property Seizures and Sale. The Sheriff shall collect the following
fees per ORS 21.410 and 475A.045:
- (a) Levy upon and inventory of seized property
(1 hour minimum) \$ 34.00/hr.
- (b) Prepare and mail notices of sale and exemption .. \$ 15.50
- (c) Post notices of sale in three public places \$ 34.00
- (d) Conduct sale, collect monies, prepare certificates and return
(1 hour minimum) \$ 31.00/hr.
- (10) Real Property Seizures and Sale. The Sheriff shall collect the following
fees per ORS 21.410 and 475A.045:

- (a) Prepare and file certificate of levy \$ 15.50
- (b) Prepare, mail and publish notices of sale \$ 15.50
- (c) Conduct sale (including postponements), prepare return (1 hour
minimum) \$ 31.00/hr.
- (d) Prepare and post after-sale notice..... \$ 32.50

(11) Used Merchandise Reporting Fees (LC 3.615) – Annual Fee.

<u>Number of annual transactions</u>	<u>Fee</u>
(a) 1-199	\$ 200.00
(b) 200-999	\$ 400.00
(c) 1,000-2,999.....	\$ 550.00
(d) 3,000 up.....	\$ 700.00

(Revised by Order No. 01-10-17-9, Effective 1.1.02; 06-8-2-6, 8.2.06; 08-11-12-4, 12.1.08; 08-12-16-4, 12.22.08)

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**LEGISLATIVE
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60.839

Lane Manual

60.839

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- (a) Audio Recordings on CD \$ ~~40.00~~**45.00**/hour, 1 hour minimum plus postage and padded envelope if requested
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60.839

Lane Manual

60.839

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Monthly Service Fee	\$ 5.00	

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60.839 Lane Manual 60.839

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(b) 200-999	\$ 400.00
(c) 1,000-2,999.....	\$ 550.00
(d) 3,000 up.....	\$ 700.00

~~(e) The Sheriff shall pay the annual fee for used merchandise dealers in unincorporated Lane County out of duly appropriated funds within the budget for the Department of Public Safety. (Revised by Order No. 01-10-17-9, Effective 1.1.02; 06-8-2-6, 8.2.06; 08-11-12-4, 12.1.08; 08-12-16-4, 12.22.08)~~