

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 18-02-13-03

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

The Board of County Commissioners of Lane County **ORDERS** as follows:

Lane Manual Chapter 60 is amended by adding the following section:

**REMOVE THIS SECTION**

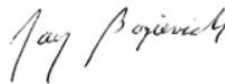
60.839

**INSERT THIS SECTION**

60.839

If any section, subsection, sentence, clause, phrase or portion of this Order or the referenced Lane Manual provisions is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

**ADOPTED** this 13th day of February 2018.



\_\_\_\_\_  
Jay Bozievich, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM

Date

2/13/18

\_\_\_\_\_  
LANE COUNTY OFFICE OF LEGAL COUNSEL

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**LEGISLATIVE  
FORMAT**

60.839	Lane Manual	60.839
(4)	Interstate Compact Transfer Fee .....	\$ 150.00
(5)	Missed, Unexcused, Polygraph Test .....	Actual Cost
(6)	Polygraph Test .....	Actual Cost
(7)	Positive Urinalysis .....	\$ 30.00 flat fee
(9)	Program Participation .....	\$ 5.00/session
(10)	Supervision Fees .....	\$ 40.00/monthly

*(Revised by Order No. 14-09-09-01, Effective 9/9/14)*

**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 ..... \$ 45.00/hour, 1 hour minimum plus postage and padded envelope if requested
  - (c) Electronic Media CD (photos, videos, etc.) ..... \$ 45.00/hour, 1 hour minimum plus postage and padded envelope if requested
  - (d) Certifying a Copy ..... \$ 5.00, plus photocopying charges
  - (e) Copy of archived report stored off site duplicated from microfiche/film original ..... \$ 30.00 plus photocopying charges after the first 4 pages
    - (f) Copy of Police Incident/Accident/CAD Reports
- 1-24 Pages:  
Each report fee (includes \$10 non-refundable search fee and any staff research/redaction and retrieval time of up to 30 minutes. After 30 minutes, hourly redaction rates apply.) ..... \$ 20.00  
Additional charge for archived retrieval ..... \$ 10.00
- 25-49 Pages:  
Each report fee (includes \$10 non-refundable search fee and any staff research/redaction and retrieval time of up to 30 minutes. After 30 minutes, hourly redaction rates apply.) ..... \$ 30.00  
Additional charge for archived retrieval ..... \$ 10.00
- 50-100 Pages (after 100 pages per copy rate applies):  
Each report fee (includes \$10 non-refundable search fee and any staff research/redaction and retrieval time of up to 30 minutes. After 30 minutes, hourly redaction rates apply.) ..... \$ 50.00  
Additional charge for archived retrieval ..... \$ 10.00
- (g) Customized Computer Reports for a report that has not been produced previously ..... \$ 40.00/hour, 1 hour minimum
  - (h) Inspection of Police Incident/Accident Report..... \$ 40.00/hour, 1 hour minimum (Requires staff to be present)
  - (i) Photocopying Charges..... \$ 0.25/page

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- (j) Police Incident/Accident Report that requires research or redaction  
 ..... \$ 40.00/hour, 1  
 hour minimum
- (k) Public Records Requests Research involving policies, procedures  
 and/or general orders..... \$ 40.00/hour, 1  
 hour minimum
- (l) Special Research Requests ..... Records supervisor  
 will coordinate and prepare estimate
- (m) Taser Activation Video on CD..... \$ 40.00/hour, 1  
 hour minimum
- (n) Request for Discovery ..... \$20.00; plus \$3.00  
 if mailed

(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>
<u>0.00-10.00</u>	<u>14.50</u>	13.00
<u>10.01-11.50</u>	<u>17.50</u>	16.00
<u>11.51-13.00</u>	<u>23.50</u>	22.00
<u>13.01-14.50</u>	<u>25.50</u>	24.00
<u>14.51-16.00</u>	<u>27.50</u>	26.00
<u>16.01-17.50</u>	<u>30.50</u>	29.00
<u>17.51-19.00</u>	<u>33.50</u>	32.00
<u>19.01-20.50</u>	<u>36.50</u>	35.00
<u>20.51-22.00</u>	<u>38.50</u>	37.00
<u>22.01-23.50</u>	<u>41.50</u>	40.00
<u>23.51-25.00</u>	<u>43.50</u>	42.00

- (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) Service Fees. The Sheriff shall collect the following fees per ORS 21.300  
 in civil actions, suits and proceedings for each case delivered to the office of the Sheriff:

(a) Service of a summons, subpoena, a citation, an order, a notice of  
 restitution and notice of seizure under writ of attachment or execution or similar

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document, including small claims, or writ of execution directed to not more than two parties at the same address:

- 1-2 People, same address ..... \$ 45.00
- 3 or more people, same address..... \$ 25.00/per person
- 1-2 People additional addresses ..... \$ 45.00/address attempt

(b) For seizure and sale of personal or real property, enforcement of writ of execution of judgment of restitution, or other enforcement or seizure under writ of attachment or execution, or other proceeding:..... \$ 80.00

(c) Standby Fee. Standing by in anticipation of securing custody of the property, the expenses of securing each keeper or custodian of property, the expense of inventory of property: Will be charged according to the current contract rate schedule (including regular and overtime hours) in 15 minute increments.

(d) Delivery of Writ of Garnishment (ORS 182.652) \$ 25.00

(e) Conveyance of Real Property Sold ..... \$ 50.00

(f) Making a copy of any process, order, notice or other instrument in writing, when necessary to complete the service thereof..... \$ 3.00

(g) For services involving travel in excess of 75 miles round trip, an additional fee of ..... \$ 45.00

(h) Returned Check or Stop Payment Fee..... \$ 35.00

(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) Vehicle Impoundment administrative fee ..... \$ 120.00

(d) Subrogations..... \$ 8.00

(8) Personal Property Seizures and Sale. The Sheriff shall collect the following fees per ORS 18.930, ORS 21.300 and 194.400:

(a) Enforcement Fee ..... ~~\$7080~~.00/min

(b) Standby Fee. Standing by in anticipation of securing custody of the property, the expenses of securing each keeper or custodian of property, the expense of inventory of property: Will be charged according to the current contract rate schedule (including regular and overtime hours) in 15 minute increments.

(c) Folio fees ..... \$ 3.00/100 words

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	(d) Copy fees.....	\$ 3.00/document
	(e) Mailed documents	
	(i) Standard 9x6 envelope = current USPS rate + 1 ounce + .25	
mailing supplies	(ii) Return Receipt Requested for Standard 9x6 envelope = current	
USPS rate + .25 mailing supplies	(f) Post notices of sale in three public places in	
County _____	.....	<del>\$3645</del> .00/posting or OSSA
Website posting at current rate	(g) For services involving travel in excess of 75 miles roundtrip, an	
additional \$ <del>4045</del> .00 fee shall be imposed	(h) Bill of Sale (\$15.00 + \$10.00 Notary).....	\$ 25.00
	(i) Storage and Towing fee: Will be charged and the current vendor's	
rates.	(j) Returned Check or Stop Payment Fee.....	\$ 35.00
(9) <u>Real Property Seizures and Sale</u> . The Sheriff shall collect the following		
fees per ORS 18.930, 21.300, 194.400:	(a) Enforcement Fee .....	<del>\$7080</del> .00/min
	(b) Standby Fee. Standing by in anticipation of securing custody of the	
	property, the expenses of securing each keeper or custodian of property, the expense of	
	inventory of property: Will be charged according to the current contract rate schedule	
	(including regular and overtime hours) in 15 minute increments.	
	(c) Folio fees .....	\$ 3.00/100 words
	(d) Copy fees.....	\$ 3.00/document
	(e) Mailed documents	
	(i) Standard 9x6 envelope = current USPS rate + 1 ounce + .25	
mailing supplies	(ii) Return Receipt Requested for Standard 9x6 envelope = current	
USPS rate + .25 mailing supplies	(f) Publish Notice in the Register Guard at current rate and post notice	
in the OSSA at current rate	(g) For services involving travel in excess of 75 miles roundtrip, an	
additional \$45.00 fee shall be imposed	(h) Certificate of Sale (Bidder) = \$25.00 + Certified mail and current	
USPS rate	(i) Sheriff's Deed .....	\$ 50.00
	(j) Notarization of Court Process-Related Documents	\$ 10.00
	(k) Returned Check or Stop Payment Fee.....	\$ 35.00
	(l) Redemption (includes mailing, folio and time)....	\$ 50.00
	(m) Writ of Assistance .....	\$ 125.00
	(10) Used Merchandise Reporting Fees (LC 3.615) – Annual Fee.	
	Number of annual transactions	Fee
	(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; 09-12-15-9, 12.15.09; 13-02-26-07, 03.01.13; 14-09-09-01, 9.9.14; 15-09-15-06, 9.15.15; 17-11-28-06, 11.28.17; 18-01-23-05, 1.23.18)*

**60.830 Copy Service.**

Under the authority of the Lane County Home Rule Charter and consistent with state law, a photocopying services fee, subject to the following exceptions:

- Certified copies (all Departments)..... \$ 2.00 per page
- Board orders and ordinances  
(under consideration or within 30 days of approval)
- 1st copy ..... Free
- Additional copies ..... \$ .25 per page

*(Revised by Order No. 83-11-30-24, Effective 11.30.83; 08-11-12-4, 12.1.08; 11-12-14-10, 1.1.12)*

**60.832 Letter Size Conversion Fee.**

(See LM 2.100.)

**60.834 Draft Transcribing/Recording Fees.**

A fee will be charged for copies or transcriptions of minutes of meetings of the Board, Planning Commission, and special public hearings and for all requests for minutes of meetings and copies of audio recordings of meetings or hearings. The purpose of the fees is to defray administrative and copying costs. Fees will be charged according to the following schedule and Lane Manual 2.163:

- Special transcription requests (i.e., tapes or CD's):
- Original copy of tape or CD..... \$10.00 CD or \$3.25/hour for tapes
- Copies of minutes .....\$.25/page

*(Revised by Order No. 83-11-30-24, Effective 11.30.83; 11-12-14-10, 1.1.12)*

**60.838 Parole & Probation Fees.**

- (1) DNA Sample Fee ..... \$ 10.00
- (2) Electronic Supervision ..... \$ 38.00/day
- (Fee subject to reduction based on fee schedule in LM 60.839(5),

Electronic Supervision Program)

- (3) Electronic Supervision Set-up Fee ..... \$ 35.00
- (4) Interstate Compact Transfer Fee ..... \$ 150.00
- (5) Missed, Unexcused, Polygraph Test ..... Actual Cost
- (6) Polygraph Test ..... Actual Cost
- (7) Positive Urinalysis ..... \$ 30.00 flat fee
- (9) Program Participation ..... \$ 5.00/session
- (10) Supervision Fees ..... \$ 40.00/monthly

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**60.839 Department of Public Safety Fees.**

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- (l) Special Research Requests ..... Records supervisor will coordinate and prepare estimate
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<u>13.01-14.50</u>	<u>25.50</u>	24.00
<u>14.51-16.00</u>	<u>27.50</u>	26.00
<u>16.01-17.50</u>	<u>30.50</u>	29.00
<u>17.51-19.00</u>	<u>33.50</u>	32.00
<u>19.01-20.50</u>	<u>36.50</u>	35.00
<u>20.51-22.00</u>	<u>38.50</u>	37.00
<u>22.01-23.50</u>	<u>41.50</u>	40.00
<u>23.51-25.00</u>	<u>43.50</u>	42.00

(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) Service Fees. The Sheriff shall collect the following fees per ORS 21.300 in civil actions, suits and proceedings for each case delivered to the office of the Sheriff:

(a) Service of a summons, subpoena, a citation, an order, a notice of restitution and notice of seizure under writ of attachment or execution or similar document, including small claims, or writ of execution directed to not more than two parties at the same address:

1-2 People, same address ..... \$ 45.00

3 or more people, same address..... \$ 25.00/per person

1-2 People additional addresses ..... \$ 45.00/address attempt

(b) For seizure and sale of personal or real property, enforcement of writ of execution of judgment of restitution, or other enforcement or seizure under writ of attachment or execution, or other proceeding: ..... \$ 80.00

(c) Standby Fee. Standing by in anticipation of securing custody of the property, the expenses of securing each keeper or custodian of property, the expense of inventory of property: Will be charged according to the current contract rate schedule (including regular and overtime hours) in 15 minute increments.

(d) Delivery of Writ of Garnishment (ORS 182.652) \$ 25.00

(e) Conveyance of Real Property Sold ..... \$ 50.00

(f) Making a copy of any process, order, notice or other instrument in writing, when necessary to complete the service thereof..... \$ 3.00

(g) For services involving travel in excess of 75 miles round trip, an additional fee of ..... \$ 45.00



(h) Returned Check or Stop Payment Fee..... \$ 35.00

(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) Vehicle Impoundment administrative fee ..... \$ 120.00

(d) Subrogations..... \$ 8.00

(8) Personal Property Seizures and Sale. The Sheriff shall collect the following fees per ORS 18.930, ORS 21.300 and 194.400:

(a) Enforcement Fee ..... \$ 80.00/min

(b) Standby Fee. Standing by in anticipation of securing custody of the property, the expenses of securing each keeper or custodian of property, the expense of inventory of property: Will be charged according to the current contract rate schedule (including regular and overtime hours) in 15 minute increments.

(c) Folio fees ..... \$ 3.00/100 words

(d) Copy fees..... \$ 3.00/document

(e) Mailed documents

(i) Standard 9x6 envelope = current USPS rate + 1 ounce + .25

mailing supplies

(ii) Return Receipt Requested for Standard 9x6 envelope = current

USPS rate + .25 mailing supplies

(f) Post notices of sale in three public places in

County ..... \$ 45.00/posting or OSSA

Website posting at current rate

(g) For services involving travel in excess of 75 miles roundtrip, an additional \$45.00 fee shall be imposed

(h) Bill of Sale (\$15.00 + \$10.00 Notary)..... \$ 25.00

(i) Storage and Towing fee: Will be charged and the current vendor's rates.

(j) Returned Check or Stop Payment Fee..... \$ 35.00

(9) Real Property Seizures and Sale. The Sheriff shall collect the following fees per ORS 18.930, 21.300, 194.400:

(a) Enforcement Fee ..... \$ 80.00/min

(b) Standby Fee. Standing by in anticipation of securing custody of the property, the expenses of securing each keeper or custodian of property, the expense of

inventory of property: Will be charged according to the current contract rate schedule (including regular and overtime hours) in 15 minute increments.

- (c) Folio fees ..... \$ 3.00/100 words
- (d) Copy fees..... \$ 3.00/document
- (e) Mailed documents
  - (i) Standard 9x6 envelope = current USPS rate + 1 ounce + .25

mailing supplies

(ii) Return Receipt Requested for Standard 9x6 envelope = current USPS rate + .25 mailing supplies

(f) Publish Notice in the Register Guard at current rate and post notice in the OSSA at current rate

(g) For services involving travel in excess of 75 miles roundtrip, an additional \$45.00 fee shall be imposed

(h) Certificate of Sale (Bidder) = \$25.00 + Certified mail and current USPS rate

- (i) Sheriff’s Deed ..... \$ 50.00
- (j) Notarization of Court Process-Related Documents \$ 10.00
- (k) Returned Check or Stop Payment Fee..... \$ 35.00
- (l) Redemption (includes mailing, folio and time).... \$ 50.00
- (m) Writ of Assistance ..... \$ 125.00

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

Number of annual transactions	Fee
(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; 09-12-15-9, 12.15.09; 13-02-26-07, 03.01.13; 14-09-09-01, 9.9.14; 15-09-15-06, 9.15.15; 17-11-28-06, 11.28.17; 18-01-23-05, 1.23.18)*

**60.840 Department of Health and Human Services Fees.**

In order to ensure the efficiency of human services in Lane County, the Department of Health and Human Services is authorized to collect fees for services.

When the fee is listed at actual cost or acquisition cost, this is to mean the actual cost of purchasing the service or product, rounded to the nearest dollar.

The Department Director, or designated program managers within the Department have authority to waive any fee in part or in whole for good cause shown or in circumstances where it is apparent that the client could not accept the services if a fee was required. Written documentation on these extenuating circumstances are to be kept on file. Fiscal records should reflect charges as per fee schedule, with balances shown for bad debts and for fees waived. Those fees for which a sliding fee scale is appropriate, will be discounted according to the annual Service Discount Schedule approved by the United States Department of Health and Human Services, Region X.

Pursuant to the authorization of ORS 431.415 and the authority of the Lane County Home Rule Charter, the following fees shall be charged by the Department of Health and Human Services and paid to Lane County for the following services. Any fee that is designated “Actual,” or "Acquisition Cost" will be set at the beginning of each fiscal year, or as directed by the state. Lane County collects additional fees, which are not listed, for services to clients billed directly to various state agencies. These fees are set by the state agency and are not charged directly to clients. Examples of such fees are: Family Planning Expansion Project and Mental Health Residential daily rate.