## BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 17-11-28-06

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

**INSERT THIS SECTION** 

60.839

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 28th day of November 2017.

Pat Farr, Chair

Lane County Board of Commissioners

60.838 Lane Manual 60.839

60.838	Lane Manual 60.839	)				
following scl	administrative and copying costs. Fees will be charged according to the nedule and Lane Manual 2.163: ial transcription requests (i.e., tapes or CD's):	е				
	Original copy of tape or CD\$10.00 CD or \$3.25/hour for tapes	S				
(Revised by Ora	Copies of minutes					
60.838 Parc	le & Probation Fees.					
(1)	DNA Sample Fee					
(2)	Electronic Supervision\$ 38.00/day					
	(Fee subject to reduction based on fee schedule in LM 60.839(5),					
Electronic Su	pervision Program)					
(3)	Electronic Supervision Set-up Fee					
(4)	Interstate Compact Transfer Fee					
(5)	Missed, Unexcused, Polygraph Test Actual Cost					
(6)	Polygraph Test Actual Cost					
(7)	Positive Urinalysis					
(9)	Program Participation					
(10)						
(Revised by Ord	ler No. 14-09-09-01, Effective 9/9/14)					
60.839 Depa	artment of Public Safety Fees.					
	thority of the Lane County Home Rule Charter and consistent with state law	,				
and the same of th	g fees are established:					
(1)						
	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 ac	Iministrative costs according to the following schedule:					
	(a) Audio Recordings on CD\$ 45.00/hour, 1					
hour minimu	m plus postage and padded envelope if requested					
1	(b) CD of Evidence Photographs	L				
nour minimu	m plus postage and padded envelope if requested					
h 0 minimu	(c) Electronic Media CD (photos, videos, etc.) \$3545.00/hour, 1					
nour minimu	m plus postage and padded envelope if requested					
photocopying	(d) Certifying a Copy\$ 53.00, plus g charges					
photocopying	(e) Copy of archived report stored off site					
	Duplicated from paper file\$ 20.00 plus					
photocopying	charges after the first 4 pages					
риотосорунц	-(e) Copy of archived report stored off site dDuplicated from					
microfiche/fi	lm original					
	g charges after the first 4 pages					
Luciacob) m	(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					

LM60

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60.839	Lane N	Manual	60.839
ľ			Additional charge
	1		
	25-49 Pages:		
	Each report fee (includes	\$10 non-refundable se	earch fee and any
	ion and retrieval time of		
	y.)		
· · · · · · · · · · · · · · · · · · ·	Additional charge for arc		
·-	50-100 Pages (after 100		
	Each report fee (includes ion and retrieval time of		
	v.)		
redaction rates apply	Additional charge for arc	chived retrieval	\$ 10.00
	(g)Customized Compute		
	······································		
hour minimum			
	Inspection of Police Inci-		
	ır, 1 hour minimum (Req		
	Photocopying Charges		\$0.25/page
after the first 4 page		Donast that manyimas so	
(j)	Police Incident/Accident		
hour minimum			
	charges after the first 4 pa		
	Public Records Requests		
	S		\$ <del>3540</del> .00/hour, 1
hour minimum (1)	Special Research Reques	rte.	Pagards supartican
will coordinate and		013	Records supervisor
	Taser Activation Video of	on CD	\$3540 00/hour 1
hour minimum	Taser Frentation Video (	)	\$55 <u>+0</u> .00/110df, 1
	Request for Discovery		\$20.00; plus \$3.00
if mailed			
	nunity Corrections Cente	r (Center) and Electron	ic Supervision
Program (ESP):			
(a)	The Sheriff is authorized		
	Hourly Wage	Center Fee/Day	
	0.00-10.00 10.01-11.50	14.50 17.50	13.00 16.00
	11.51-13.00	$\frac{17.30}{23.50}$	22.00
	13.01-14.50	25.50 25.50	24.00
	14.51-16.00	27.50	26.00
	16.01-17.50	30.50	29.00
	17.51-19.00	33.50	32.00
	19.01-20.50	36.50	35.00
	20.51-22.00	38.50	37.00
	22.01-23.50	<u>41.50</u>	40.00
	23.51-25.00	43.50	42.00

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(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
(c) The Sheriff may approve fee reductions based upon verified financial
hardship
(3) Community Service Fees.
(a) The Sheriff is authorized to collect the following offender fees plus a
monthly service fee:
Referral Fee
of community service
Referral to out of state\$ 100.00
Re-Referral Fee
(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) <u>Service Fees</u> . 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
3 or more people, same address
person
1-2 People additional addresses
(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:\$\$
<del>70</del> 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 \$ <u>5</u> 30.00
(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
(h) Returned Check or Stop Payment Fee\$ 35.00—
(5) <u>Fingerprinting Service Fee</u> . 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——

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(6) Lane County Adult Correction. (a) Comprehensive Inmate File Request based upon per inmate per lodging.  (b) Mug shot profile. (c) Inmate history/dates of incarceration.  (d) Inmate arrest report. (e) Photographs. (f) Inmate trust account deposit processing fee. (g) Criminal History check on requestor. (h) CJIS required Criminal History check. (g) Federal Firearms Transfer Fee. (h) CJIS required Criminal History check.					
lodging					
photocopying charges after first 4 pages  (b) Mug shot profile					
(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					
(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					
photocopying charges after first 4 pages  (d) Inmate arrest report					
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(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					
(f) Inmate trust account deposit processing fee\$ 3.00  (7) Other Fees. (a) Criminal History check on requestor					
(7) Other Fees. (a) Criminal History check on requestor					
(a) Criminal History check on requestor					
(b) CJIS required Criminal History check					
(c) Federal Firearms Transfer Fee \$ 65.00					
(d) Vehicle Impoundment administrative fee					
(de) Subrogations					
(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					
(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					
(d) Copy fees					
(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 \$ 36.00/posting or					
OSSA Website posting at current rate					
(g) For services involving travel in excess of 75 miles roundtrip, an					
additional \$40.00 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					
(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.					

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(e) Mailed documents	(e)	Mailed documents
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(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 \$40.00 fee shall be imposed
- (h) Certificate of Sale (Bidder) = \$25.00 + Certified mail and current USPS rate
  - (i) Sheriff's Deed ......\$ 30.00
  - (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 .....\$106.00
  - (10) Used Merchandise Reporting Fees (LC 3.615) Annual Fee.

Number of annual transactions	ree
(a) 1-199	\$ 200.00
	The second secon

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

(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)

#### 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.

(1) <u>General Fees.</u> Professional Services

#### 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:

(under consideration or within 30 days of approval)

1st copy ...... Free

## 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.

Electronic Supervision Program)

- (3) Electronic Supervision Set-up Fee......\$ 35.00
- (5) Missed, Unexcused, Polygraph Test...... Actual Cost

(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) <u>Audio Recordings, Photographs, Research and Duplication.</u> 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

(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	
photocopying charges after the first 4 pages	
(f) Copy of Police Incident/Accident/CAD Reports	
<u>1-24 Pages:</u>	
Each report fee (includes \$10 non-refundable sear	ch 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 sear	ch fee and any
staff research/redaction and retrieval time of up to 30 minutes. After 30	
redaction rates apply.)	
Additional charge for archived retrieval	
50-100 Pages (after 100 pages per copy rate applie	
Each report fee (includes \$10 non-refundable search	
staff research/redaction and retrieval time of up to 30 minutes. After 30	
redaction rates apply.)	
Additional charge for archived retrieval	
(g) Customized Computer Reports for a report that ha	
produced previously	
hour minimum	70.00/110u1, 1
(h) Inspection of Police Incident/Accident Report	\$ 40.00/hour 1
hour minimum (Requires staff to be present)	70.00/110u1, 1
(i) Photocopying Charges	0.25/2000
(j) Police Incident/Accident Report that requires research	
hour minimum	40.00/110ur, 1
(k) Public Records Requests Research involving polic	
and/or general orders	40.00/nour, 1
hour minimum	
(l) Special Research Requests	Records supervisor
will coordinate and prepare estimate	D 866 970 80 U
(m) Taser Activation Video on CD	6 40.00/hour, 1
hour minimum	2
(n) Request for Discovery	\$20.00; plus \$3.00
if mailed	
(2) <u>Community Corrections Center (Center) and Electronic</u>	Supervision
Program (ESP):	
(a) The Sheriff is authorized to collect the following of	ffender fees:

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

- - (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
	0	f community service
Referral to out of state		
Re-Referral Fee	\$	25.00 to Oregon offices
그림으로 살아가 아름다면 하는 아이들은 얼마나 아들이 하는 아이들이 아이들이 아이들이 아이들이 아들이 아들이 아들이 아들이 아들이	1000	

- (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) <u>Service Fees</u>. 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

- (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

	(h)	Returned Check or Stop Payment Fee\$	35.00
(5)		erprinting Service Fee. Subject to the availability	
		lic Safety is authorized to offer fingerprinting to the	
following fee		,	r. r
101101111111111111111111111111111111111		l Fingerprint Card\$	15.00
		additional\$	
		l Sized Envelope\$	
(6)		County Adult Correction.	.25/CdCII
(0)	(a)	Comprehensive Inmate File Request based upon per	inmata nar
ladaina			
lodging		son often fant 4 magaz	10.00 plus
photocopying		ges after first 4 pages	7.00/ 1
	(b)	Mug shot profile\$	
	(c)	Inmate history/dates of incarceration\$	5.00 plus
photocopying	S 1772	ges after first 4 pages	
	(d)	Inmate arrest report\$	5.00 plus
photocopying		ges after first 4 pages	
	(e)	Photographs\$	7.00 per photograph
	(f)	Inmate trust account deposit processing fee \$	3.00
(7)	Other	r Fees.	
	(a)	Criminal History check on requestor\$	15.00
	(b)	CJIS required Criminal History check\$	
	(c)	Vehicle Impoundment administrative fee \$ :	
	(d)	Subrogations\$	
(8)		onal Property Seizures and Sale. The Sheriff shall coll	
		0, ORS 21.300 and 194.400:	to to to to to thing
rees per ones	(a)	Enforcement Fee\$	70.00/min
	(b)	Standby Fee. Standing by in anticipation of securing	
property the		ses of securing each keeper or custodian of property,	
		ty: Will be charged according to the current contract	rate schedule
(including reg	200	and overtime hours) in 15 minute increments.	2.00/100 1
	(c)	Folio fees\$	
	(d)	Copy fees\$	3.00/document
	(e)	Mailed documents	2000
		(i) Standard 9x6 envelope = current USPS rate + 1 c	ounce + .25
mailing suppl	lies	16486 28	
		(ii) Return Receipt Requested for Standard 9x6 enve	elope = current
USPS rate +.			
	(f)	Post notices of sale in three public places in County	\$36.00/posting or OSSA
Website posti	ing at	current rate	
~	(g)	For services involving travel in excess of 75 miles ro	oundtrip, an
additional \$40	0.00 fe	ee shall be imposed	. 12
	(h)	Bill of Sale (\$15.00 + \$10.00 Notary)\$	25.00
	(i)	Storage and Towing fee: Will be charged and the cu	
rates.	(-)	and the same of th	
	(j)	Returned Check or Stop Payment Fee\$	35.00
(9)	0,	Property Seizures and Sale. The Sheriff shall colle	
		0, 21.300, 194.400:	or the following
ices per ONS	(a)	Enforcement Fee	70.00/min
	10,270	Standby Fee. Standing by in anticipation of securing	
	(b)	- "하는 - # Complete C	<b>■</b>
property, the	expens	ses of securing each keeper or custodian of property,	tne expense of

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

- Folio fees.....\$ Copy fees.....\$ 3.00/document (d)
- 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
- Publish Notice in the Register Guard at current rate and post notice in the OSSA at current rate
- For services involving travel in excess of 75 miles roundtrip, an (g) additional \$40.00 fee shall be imposed
- (h) Certificate of Sale (Bidder) = \$25.00 + Certified mail and current USPS rate

(i)	Sheriff's Deed	\$ 30.00
(j)	Notarization of Court Process-Related Documents	\$ 10.00
(k)	Returned Check or Stop Payment Fee	\$ 35.00
(1)	Redemption (includes mailing, folio and time)	\$ 50.00
(m)	Writ of Assistance	\$ 106.00

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

Number of annual transactions	Fee
(a) 1-199	\$ 200.00
(b) 200-999	
(c) 1,000-2,999	
(d) 3,000 up	

(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)

#### 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.