

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 14-09-09-01

IN THE MATTER OF AMENDING
CHAPTER 60 OF LANE MANUAL

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

WHEREAS, certain changes to Lane Manual Chapter 60 are desired to support programs within Parole and Probation;

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

REMOVE THESE SECTIONS

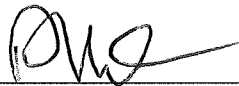
n/a
60.839

INSERT THESE SECTIONS

60.838
60.839

Amended section is attached hereto and incorporated herein by reference.

ADOPTED this 9th day of September, 2014.



Pat Farr, Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 8-27-14 Lane County


OFFICE OF LEGAL COUNSEL

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Lane Manual
CHAPTER 60 CONTENTS

PUBLIC USE OF COUNTY FACILITIES AND SERVICES

USE OF FACILITIES

- 60.005 Generally
- 60.006 Policies
- 60.010 Law Library.
- 60.015 Lane County Historical Museum.
- 60.025 County Disposal Sites--Summer Hours of Operation and Holiday Closures.
- 60.026 County Disposal Sites--Winter Hours of Operation.
- 60.030 Hardship Exceptions.
- 60.035 Designated Free Speech Area
- 60.405 Disposal of Unclaimed Personal Property in the County's Possession and County-Owned Surplus Property.
- 60.410 Disposal of Museum Deaccessioned Property.

USE OF SERVICES

- 60.605 Public Safety Department Community Service Officers.
- 60.615 Consideration of State Economic Development Requests.
- 60.620 Role of County.
- 60.625 Process for Application Request for County Approval.
- 60.814 Property Instrument Fee.
- 60.815 Park Fees.
- 60.817 Pollution Control and Other Revenue Bonds.
- 60.820 Returned Check or Stop Payment Fee.
- 60.822 Child Support Garnishment Fee.
- 60.823 Duplicate W-2 Fee.
- 60.830 Copy Service.
- 60.832 Letter Size Conversion Fee.
- 60.834 Draft Transcribing/Recording Fees.
- 60.838 **Parole & Probation Fees**
- 60.839 Department of Public Safety Fees.
- 60.840 Department of Health and Human Services Fees.
- 60.842 Fees for Real Property Compensation Claim Application.
- 60.845 Assessment and Taxation Fees.
- 60.850 Land Management Division/Department of Public Works.
- 60.851 Land Management Division/Public Works Department - Planning.
- 60.852 Land Management Division/Public Works Department-Subsurface Sanitation.
- 60.853 Vacation And Special Benefit Fees.
- 60.854 Public Works Department/Land Management Division Surveyors.
- 60.855 Public Works Department/Land Management Division – Building.
- 60.856 Geographic Information System Fees, Transportation Planning & Traffic Division/ Department of Public Works.
- 60.865 Law Library Fees.
- 60.870 Records Search Fee.
- 60.875 Fees for Lane County Solid Waste Services.
- 60.877 Special Transportation Variance Permit Fees.

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60.879 No Spray Area Permit Reinstatement Fee.
60.880 Department of Youth Services.
60.886 Animal Service Fees.

PUBLIC MEETINGS

60.905 Smoking

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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

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

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(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
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) Service Fees. The Sheriff shall collect the following fees per ORS 21.410 in civil actions, suits and proceedings for each case delivered to the office of the Sheriff:

(a) Service of a summons, citation, civil subpoena, notice, order, small claims, writ of execution, writ of garnishment, or similar judicial documents:

1-2 People, same address	\$ 36.00
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3 People, same address..... \$ 60.00
 (\$20/person)
 2 People, 2 addresses..... \$ 72.00
 1 Person, 2 addresses..... \$ 72.00

(\$36/address attempt)

(b) Fee for Service of Enforcement of F.E.D. Writ of Execution of Judgment of Restitution (Eviction Enforcement) (Note: "Et al" or "All other" occupants is considered an additional tenant):

1-2 Tenants (\$36 service + \$70 enforcement) \$ 106.00
 3 Tenants (\$20/tenant = \$60 + \$70) \$ 130.00
 4 Tenants (\$20/tenant = \$80 + \$70) \$ 150.00
 Additional fees: Standby Fee

which will be charged according to the current contract rate schedule (including regular and overtime hours) in 15 minute increments.

(c) 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; enforcement of FED (Forcible Entry and Detainer); and/or basic enforcement (Court Ordered) \$ 70.00

(d) Delivery of Writ of Garnishment \$ 25.00

(e) Conveyance of Real Property Sold \$ 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 entering and processing distraint warrants for state agencies \$ 6.25

(h) For services involving travel in excess of 75 miles round trip, an additional fee of \$ 40.00

(i) 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) Parole and Probation Fees.~~

~~(a) DNA Sample Fee \$ 10.00~~

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- ~~(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~~

(87) 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

(98) Personal Property Seizures and Sale. The Sheriff shall collect the following fees per ORS 21.410:

- (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.

(+09) Real Property Seizures and Sale. The Sheriff shall collect the following fees per ORS 21.410:

- (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

(+10) 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; 09-12-15-9, 12.15.09; 13-02-26-07, 03.01.13)