

W.3.E.1.

## AGENDA COVER MEMO

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**MEMORANDUM DATE:** October 17, 2008

**AGENDA DATE:** November 12, 2008

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**TO:** Board of County Commissioners  
**DEPARTMENT:** Lane County Sheriff's Office

**PRESENTED BY:** Sheriff Russel E. Burger

**AGENDA TITLE:** ORDER \_\_\_\_\_ / IN THE MATTER OF AMENDING CHAPTERS 16 AND 60 OF THE LANE MANUAL TO ESTABLISH FEES AND REVISE CERTAIN DEPARTMENT OF PUBLIC SAFETY FEES (LM 16.130, 16.430, 16.830; LM 60.830, 60.836, 60.839), EFFECTIVE DECEMBER 1, 2008

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### I. MOTION

MOVE APPROVAL OF THE ORDER \_\_\_\_\_ / AMENDING CHAPTERS 16 AND 60 OF THE LANE MANUAL TO ESTABLISH FEES AND REVISE CERTAIN DEPARTMENT OF PUBLIC SAFETY FEES (LM 16.130, 16.430, 16.830; LM 60.830, 60.836, 60.839), EFFECTIVE DECEMBER 1, 2008

### II. AGENDA ITEM SUMMARY

The Board is being asked to approve revisions to the Lane Manual related to Department of Public Safety fees. In this revision, some new fees are proposed, some existing fees will be renamed to reflect current terminology, and some fee increases are proposed to reflect current service costs. In addition, Lane Manual is being updated to include fees that have not been listed, and sections related to Parole and Probation will be updated to reflect the move from Health and Human Services to the Department of Public Safety.

### III. BACKGROUND/IMPLICATIONS OF ACTION

#### A. Board Action and Other History

The last time a new fee was added to the Lane Manual by the Department of Public Safety was in 2002 and the last fee increase occurred in 2000. However, the transfer of Parole and Probation to the Department of Public Safety, and the loss of Secure Rural School funding prompted a comprehensive review of Departmental fees listed in Chapter 60 in the Lane Manual.

## B. Policy Issues

Fees are collected to help cover the cost of providing services with consideration given to keeping services reasonably priced to the public. The last increase in fees occurred in 2000. Since then, the cost of providing services has increased. In addition, technology has changed resulting in new services being provided by Department of Public Safety staff and terminology used to describe some services need to be updated in the Lane Manual.

## C. Board Goals

The request for revisions of department fees aligns with the adopted strategic plan of Lane County. Section D2 encourages departments to identify and recover user fees and to establish and collect fair and reasonable fees for our services. Where possible, staff calculated the cost of providing the services and proposed fee adjustments accordingly. Additionally, where possible, staff sought information on comparable fees for similar types of services charged by other agencies.

## D. Financial and/or Resource Considerations

The Department of Public Safety has sustained a \$11.5 million cut as a result of the loss of Secure Rural Schools funds. This triggered the elimination of nearly 93 FTE, forced the closure of the 100 bed Forest Work Camp, a reduction of an additional 84 jail beds, and decreased the capacity of the Community Correction Center from 119 to 33 beds. In Support Services, this resulted in the loss of 28% of staff and greatly increased the workload on the staff that remain.

This significant loss of funds and staff also prompted a top-to-bottom review of existing sources of revenue, such as fees for service, and an effort to identify potential sources of new revenue. The review of fees currently charged for services was to ensure that LCSO fees:

- are in line with fees charged by other jurisdictions and,
- take into account the cost to provide the service.

In addition to reviewing fees, LCSO divisions also examined ways to reduce the cost of providing services while continuing to provide efficient, high-quality services. As a result, the Sheriff's Office has pursued a variety of strategies to reduce costs and, where practical, to increase revenue.

While the proposed fee increases are unlikely to generate significant amounts of money, these changes will close the gap between the current cost of providing a service and the fees that are charged. The recent renewal of SRS funding may result in some funding being restored to the LCSO, however these proposed fee increases are still warranted.

## E. Analysis

Fees charged and collected by the Department of Public Safety include some that are set by state statute or administrative rule, such as those for Concealed Handgun Licenses. Those fees are not included in this request other than where necessary to revise the Lane Manual to align with current fee limitations.

Other fees, however, are subject to modification as the cost of providing the service or other circumstances change. Department staff reviewed existing fees and request that selected fees be adjusted to reflect the increased cost of providing services. In addition, as a result of changing technology, LCSO staff provides some services that are not currently included in the Lane Manual. Fees for these services need to be added to the Lane Manual. Lastly, the recent transfer of Parole and Probation Services from Health & Human Services to the Lane County Sheriff's Office, requires an update to the Lane Manual.

A summary of proposed fee increases and fees for new services are included in the tables below:

**Table 1:** Proposed Fee Increases in LCSO Police Records and Police Services:

<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
OLCC License application/renewal	\$25	\$25 for first 2 principals, \$15 each additional
OLCC Special Use Permit	\$10	\$15
Fingerprint fees	\$10 first set \$10 additional set	\$12 first set, \$10 additional set
Criminal History Checks	\$10	\$15
Administrative fee for vehicle impounds	\$100	\$110
CHL Replacement fee due to loss or change of address		\$15
Federal Firearms Transfer	\$25	\$50
Copy of police incident/accident/CAD report	\$5	\$10
Copies of archived reports stored off-site	\$15	\$20 1 <sup>st</sup> 4 pages, then .25/page
Copies of archived reports where original is on microfiche or film	\$15	\$30 1 <sup>st</sup> 4 pages, then .25/page
Customized computer reports including Crystal Reports	\$25	\$35/hour, 1 hour minimum
Copy of police incident/accident report		\$35/hour, 1 hour

that requires research or redaction		minimum, 1 <sup>st</sup> 4 pages, then .25 per page
Audio CD recordings	\$25	\$40/hour, 1 hour minimum
Certifying a copy	\$2	\$3 1 <sup>st</sup> 4 pages, then .25 page
Returned check fee	\$15	\$25

#### Explanation of Proposed Increases for Fees Listed in Table 1

**OLCC License application/renewal:** OLCC license applications often include multiple principals, each of which requires a Criminal History check. A fee of \$25 does not cover the additional checks for multiple principals. This proposal is to allow the standard \$15 fee for each principal after the first two or more applicants.

**OLCC Special Use Permit:** Special Use Permits require full Criminal History checks including out-of-state criminal history check if the applicant has ever lived outside Oregon. The proposed increase raises the cost to the same price as a Criminal History check.

**Fingerprint fees:** Fees for fingerprinting were last revised in 2000. At that time, Records Officers were paid \$12.54 - \$15.14 per hour. In 2008, the same job classification earns \$16.79 to \$20.29 per hour, a 21% increase. In addition, the equipment used to provide fingerprinting services has on-going costs for maintenance and supplies which have also increased in the last eight years. This proposal will increase the cost of the first fingerprint card by \$2.00, a 20% increase. The cost of the second card will remain \$10.00

**Administrative Fee For Vehicle Impounds:** This fee hasn't been increased in many years. This is a labor intensive process and involves a great deal of research, mailings, strict deadlines, and staff time. Eugene Police Department charges \$115, Springfield charges \$110 for the same service.

**CHL Replacement Fee Due to Loss or Change of Address:** This fee is allowed by Oregon statute, but hasn't been charged by LCSO. We propose charging this fee when CHL replacements are requested.

**Federal Firearms Transfer fee:** This is also a labor intensive process and staff costs have increased significantly since the fee was initially set. This service requires the Sheriff to review each transfer, make a determination, and sign off on the transfer application.

**Copies of Archived Reports:** Providing copies of archived reports is another labor-intensive task. Staff must go to files stored in the basement to locate the

original report many of which are on old micro-fiche and film. When the original is found to be on microfiche or film, additional time is spent transferring the document to a usable format.

**Computerized Reports:** LCSO Records staff are often asked to produce reports that require in-depth knowledge of AIRS database, knowledge of Crystal Report formatting and analysis of data, as well as knowledge of Public Records laws. Reports often require a thorough review for information that must be redacted. When working on these reports, staff are unavailable for assigned tasks.

**Audio CD recordings:** This task can only be performed by a Communications/Records Supervisor Services Manager. It involves searching call logs for specific calls, determining whether a recording of the call can be released, copying the calls onto a CD and furnishing the jewel case. Even a simple request can require a significant amount of time to complete. Currently, Eugene Police Department charges \$60 minimum for a similar service, Deschutes and Klamath Counties charge \$50, Linn County charges \$30 and Douglas County charges \$35. A \$40 minimum charge is within the range charged by other jurisdictions.

**Returned Check Fee:** Dealing with returned checks causes additional work for staff in the Records area and in the LCSO Fiscal office. When a check is returned, a staff member phones the check writer to make arrangements for payment. This can sometimes result in multiple calls and delays. The City of Eugene charges \$20, the City of Springfield charges \$20 for checks returned due to insufficient funds.

**Table 2: Proposed New Fees**

<b>Description</b>	<b>Proposed Fee</b>
Legal-size envelope for fingerprint cards	.25
CJIS-required Criminal History Checks for Lane County departments	\$10
Evidence Photo CD	\$25 plus postage
In Car Video Recording on CD	\$35/hour, 1 hour minimum
Taser Activation Video	\$35/hour, 1 hour minimum
Inspection of police incident/accident reports per Public Records request (requires staff to be present at all times)	\$35/hour, 1 hour minimum
Public Records Requests Involving Research of Policies, Procedures, and General Orders	\$35/hour, 1 hour minimum, each hour thereafter will be charged in direct relation to the cost of the employee providing the service

Community Service	\$5.00 monthly fee in addition to sign-up fee
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**Legal-size envelope for fingerprint cards:** Fingerprint cards must be kept in a sterile environment and be protected from folding, bending, and moisture. Most citizens don't bring any kind of envelope with them when they come to be fingerprinted. This charge will recover the cost of purchasing, storing, and supplying envelopes suitable to properly store fingerprint cards.

**Criminal History checks for Lane County Departments:** Recent Federal Criminal Justice Information System regulations (CJIS) significantly increased the number of required Criminal History checks. In the past, LCSO has provided these checks at no charge, however, the volume of checks being requested has increased and LCSO has fewer staff to handle the requests. This fee will help LCSO recover a part of the cost of providing CJIS-required for other Lane County departments.

**Evidence Photos on CD:** It is now the standard practice for deputies to take digital photos at crime scenes. These must be submitted into evidence and stored on a secure hard drive. Records staff receive Public Records requests for these photos. To comply with the request involves accessing the secure hard drive, locating the specific incident and copying to a CD.

**In-Car Video Recordings and Taser Activation Videos:** These are new services that are the result of in-car video capabilities and Taser deployments. LCSO is now asked to provide copies of specific incidents on CD. This task can only be performed by trained personnel and it requires time to locate the incident and complete the recording. An unusual aspect of these recordings is that there is no expedient method to copy the incident. If the incident took 25 minutes to occur, it will take 25 minutes to record onto a CD.

**Public Records Requests Involving Research of Policies, Procedures, and General Orders:** Some requests for information require extensive review of lengthy documents. In these cases, the information needs to be located, analyzed, and written into a report format. These requests are completed by an Administrative Support Specialist and often require review by sworn officers, Corrections administrators, or other staff.

**Table 3: Proposed Increase in Community Correction Center Fees and Electronic Supervision Program Fees**

Hourly Wage	Current CCC Fee	Proposed CCC fee	Current ESP Fee	Proposed ESP Fee
\$7.05 - 8.50	\$12.50	\$14.50	\$11.00	\$13.00
\$8.51 - 10.00	\$15.50	\$17.50	\$14.00	\$16.00

\$10.01 - 11.50	\$17.50	\$20.50		\$16.00	\$19.00
\$11.51 - 13.00	\$19.50	\$23.50		\$18.00	\$22.00
\$13.01 - 14.50	\$21.50	\$25.50		\$20.00	\$24.00
\$14.51 - 16.00	\$23.50	\$27.50		\$22.00	\$26.00
\$16.01 - \$17.50	\$26.50	\$30.50		\$25.00	\$29.00
\$17.51 - 19.00	\$28.50	\$33.50		\$27.00	\$32.00
\$19.01 - 20.50	\$30.50	\$36.50		\$29.00	\$35.00
\$20.51 - 22.00	\$32.50	\$28.50		\$31.00	\$37.00
\$22.01 - 23.50	\$35.50	\$41.50		\$34.00	\$40.00
\$23.51 - 25.00	\$37.50	\$43.50		\$36.00	\$42.00
\$25.01 +	\$39.50	\$46.50		\$38.00	\$45.00
Out of State/Out of County	\$72.00	\$72.00		\$42.00	\$50.00

**Proposed Increase in Community Correction Center and Electronic Supervision Fees:** This is a self-funded program that does not use County funds, however it provides the benefit of having offenders supervised and monitored. A fee increase is proposed for these services as the cost of providing the service has increased significantly. The daily cost of surveillance equipment has gone up due to advances in technology. The GPS system now in use is more expensive than the out-dated Radio Frequency. GPS provides greater ability to more closely monitor offenders. In addition, fees paid to monitoring companies have increased as well as fuel and personnel costs.

**Table 4: Proposed Increases in LCAC Fees**

Description	Current Fee	Proposed Fee
Comprehensive Inmate File Request	\$5 first 4 pages	\$10 first 4 pages, then .25 per page
Photo Only	\$2 B&W	\$7 per photo
Mug Shot Profile	\$2 B&W	\$7 per mug shot profile
Inmate History/Dates of Incarceration Report		\$5 1 <sup>st</sup> 4 pages, then .25 per page
Inmate Arrest Report		\$5 1 <sup>st</sup> 4 pages, then .25 per page
Special Research Requests		Refer to Records Supervisor for cost estimate

**Proposed Increases in LCAC Fees:** Fees for these services haven't been reviewed for more than eight years. Over that time, personnel costs and supplies have increased. In addition, requests for information, photos, and other data have become more complicated. Data is now stored in a variety of formats and must be retrieved through different means.

#### **IV. Alternatives/Options**

1. To approve the proposed fee adjustments and revisions to the Lane Manual.
2. To not approve the proposed adjustment in fees and Lane Manual revisions. To do so will mean that the Department of Public Safety is not recovering the cost of providing some services.

**V. Timing/Implementation**

If approved by the Board, proposed fee increases could go into effect on December 1, 2008. Budget adjustments for FY2008-09 would be processed during the next supplemental process in FY2008-09.

**VI. RECOMMENDATION**

The Department of Public Safety recommends that the Board of County Commissioners approve this modification to the Lane Manual. The Finance & Audit Committee reviewed this proposal on October 23, 2008. The committee made two recommendations which are reflected in this proposal.

**VII. FOLLOW-UP**

Upon action by the Board, Department of Public Safety Staff will work to implement approved fee changes and add the proposed increased revenue to the next supplemental budget process.

**VIII. ATTACHMENTS**

- A) Board Order
- B) Lane Manual Relevant Sections of Chapters 16 & 60, Legislative and Revised Formats.



IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTERS 16 AND 60 OF THE LANE MANUAL TO ESTABLISH FEES FOR NEW SERVICES AND REVISE CERTAIN DEPARTMENT OF PUBLIC SAFETY FEES (LM 16.130, 16.430, 16.800-16.830; LM 60.830, 60.836, 60.839), EFFECTIVE DECEMBER 1, 2008

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapters 16 and 60 are hereby amended by removing, substituting, and adding the following sections:

**REMOVE THIS SECTION**

16.130

as located on page 16-2  
(a total of 1 page)

16.430 and 16.800 through 16.830  
as located on pages 16-4 through 16-5  
(a total of 2 pages)

60.830  
as located on page 60-9  
(a total of 1 page)

60.836  
as located on page 60-10  
(a total of 1 page)

60.839  
as located on pages 60-10 through 60-14  
(a total of 5 pages)

**INSERT THIS SECTION**

16.130

as located on page 16-2  
(a total of 1 page)

16.430 and 16.800 through 16.830  
as located on pages 16-4 through 16-5  
(a total of 2 pages)

60.830  
as located on page 60-9  
(a total of 1 page)

None

60.839  
as located on pages 60-10 through 60-14  
(a total of 5 pages)

Said sections are attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to establish fees for new services and to revise certain Department of Public Safety fees (LM 16.130, 16.430, 16.800-16.830; LM 60.830, 60.836, 60.839); and it is further

ORDERED that the Lane Manual will be reviewed on annual basis relating to fees of the Department of Public Safety.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

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

APPROVED AS TO FORM

Date 10/24/08 Lane County

211  
OFFICE OF LEGAL COUNSEL

(a) Written notice of the time and place of a hearing shall be served upon the applicant at the applicant's home or business address at least 10 days before the date set for the hearing. If the person requesting the hearing is not the applicant, notice of the time and place of a hearing shall also be served on the person requesting the hearing at that person's home or business address at least 10 days before the date set for the hearing. In the case of a recommendation by the Sheriff against issuance or renewal of a license, the notice shall contain a brief statement of the grounds alleged as the basis for the refusal to recommend issuance or renewal of the license. In the case of an appeal of a recommendation to issue or renew a license, the notice shall contain a copy of the request for hearing.

(b) At the hearing on a recommendation against issuance or renewal of a license, the applicant shall be given an opportunity to address the reasons for the negative recommendation and present responsive evidence. At a hearing on a recommendation to issue or renew a license, the person requesting the hearing shall present evidence as to the reasons why the recommendation should be changed, and the applicant shall have an opportunity to respond. After due deliberation, the Board may recommend approval or denial of the issuance or renewal of the license to the Oregon Liquor Control Commission, and the Board's recommendation, unless it affirms the recommendation of the Sheriff, shall supersede any prior recommendation of the Sheriff. *(Revised by Order 92-11-25-2; Effective 11.25.92)*

#### **16.130 Fees.**

By authority of ORS 471.166(7) and (8), a nonrefundable investigative service fee in connection with the application for original or renewed licenses shall be paid to the Sheriff, prior to acceptance of the application, according to the following schedule:

Initial Application/Renewals up to 2 principals .....	\$ 25.00
(Includes Investigative Fee)	
Each additional principal .....	\$ 15.00

*(Revised by Order 92-11-25-2; Effective 11.25.92)*

### **WRECKING YARD CERTIFICATE**

#### **16.200 Definitions.**

As used in this subsection:

Certificate as described in ORS 822.100-822.150.

Director means the Director of the Department of Public Safety. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

#### **16.210 Authority and Delegation.**

Pursuant to the authority of ORS 801.040 and 822.140 the provisions of this subchapter shall govern the application, investigation, approval and appeal of certificates. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

#### **16.220 Application, Investigation, Approval and Appeal.**

(1) Application for review of a certificate request shall be made to the Director, who may prescribe any forms in addition to those required by the State of Oregon.

(2) Upon receipt, the Director shall refer all applications to the Land Management Division of the Public Works Department. Both the Director and the Land Management Division shall investigate the application for conformance with ORS 822.140, any County land use and zoning ordinances and any criteria established by the Director. The Director shall recommend approval of an application if the business conforms with all State and County regulations. If the business does not conform with ORS 481.347, the Director shall refuse to recommend approval.

denial of the permit application. The applicant will be responsible for submitting his or her permit to the State Fire Marshal after the Director's review.

(3) If the Director refuses to issue a permit, the applicant may make a written request for a hearing to be held before the Director in accordance with this subsection.

(a) Written notice of the time and place of a hearing shall be served upon the applicant at his or her home or place of business at least 10 days before the date set for the hearing. The notice shall contain a brief statement of the grounds alleged as the basis for the refusal to issue the permit.

(b) At the hearing, the applicant shall be confronted by the evidence on which the action or proposed action of the Director is based and shall be given an opportunity to answer and thereafter be heard. After due deliberation, the Director may approve or disapprove the issuance or renewal of the permit. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

#### **16.430 Fees.**

An investigative fee for a permit application shall be paid to the Director prior to acceptance of the application, according to the following schedule:

Fireworks Display .....	\$25.00
Fireworks Sale.....	\$25.00

*(Revised by Order 88-1-6-31; Effective 2.27.88)*

### **CONCEALED HANDGUN LICENSES**

#### **16.800 Definitions.**

As used in this subchapter:

Director means the Director of the Department of Public Safety.

License as described in ORS 166.291. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

#### **16.810 Authority and Delegation.**

Pursuant to the authority of ORS 166.291 the provisions of this subchapter shall govern the application, investigation, approval, revocation and appeal of licenses. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

#### **16.820 Application, Investigation, Approval, Revocation and Appeal.**

(1) Application for a concealed handgun license shall be made to the Director, who may prescribe any forms in addition to those required by the State of Oregon. Applications for renewal of a concealed handgun license shall be processed according to State statute.

(2) Upon receipt of a new application, and a nonrefundable investigative fee and proof of competence with a handgun, the Director shall require the applicant to be fingerprinted and photographed.

(3) Upon successful completion of a background investigation, the application will be approved and the license mailed to the applicant.

(4) The Director shall have sole discretionary right to revoke the license for any lawful reason.

(5) Applicants may petition the Circuit Court to review the denial, non-renewal or revocation of a concealed handgun license. The petition must be filed within 30 days after the receipt of the notice of denial or revocation. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

#### **16.830 Fees.**

Under authority of the Lane County Home Rule Charter and consistent with State law the following schedule of fees is established in connection with application for a new or renewed concealed weapons license:

License Fee ORS 166.291(5)(a) .....	\$ 65.00
Renewal Fee, ORS 166.291(5)(a) .....	\$ 50.00/4 years
Replacement fee due to loss, ORS 166.291(5)(a) .....	\$ 15.00
Replacement fee due to change of address or loss, ORS 166.291(5)(a).....	\$ 15.00
Replacement fee due to name change.....	\$ 15.00

*(Revised by Order 88-1-6-31; Effective 2.27.88)*

**60.817 Pollution Control and Other Revenue Bonds.**

To insure at least partial recovery of the administrative and legal costs associated with issuing Pollution Control bonds pursuant to ORS 468.263-468.272 or any other type of revenue bond issued at the request of a private person or entity other than Lane County, Lane County shall receive the following minimum fee.

<u>Dollar Value of Bonds</u>	<u>Fee</u>
\$0-\$2.5 million .....	\$2,500
\$2.5 million-\$10 million....	1% of face value
Over \$10 million.....	\$10,000

(Revised by Order No. 98-4-1-11, Effective 4.1.98)

**60.820 Returned Check Fee.**

The Department of Management Services shall collect a fee of \$15 from the maker of any check to Lane County which is returned for non-sufficient funds in the maker's checking account. (Revised by Order No. 98-4-1-11, Effective 4.1.98)

**60.822 Child Support Garnishment Fee.**

The Department of Management Services shall collect a fee of \$5.00 per month for withholding garnishment of child support from garnished employees. (Revised by Order No. 98-4-1-11, Effective 4.1.98)

**60.823 Duplicate W-2 Fee.**

The Department of Management Services shall collect a fee of \$5.00 for providing duplicate W-2s. (Revised by Order No. 98-4-1-11, Effective 4.1.98)

**60.830 Copy Service.**

Under the authority of the Lane County Home Rule Charter and consistent with state law, a photocopying services fee is established at \$.25 per page, 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

(Revised by Order No. 83-11-30-24, Effective 11.30.83)

**60.832 Letter Size Conversion Fee.**

(See LM 2.100.)

**60.834 Draft Transcribing Fee.**

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

Special transcription requests (i.e., tapes):	
Original copy .....	\$3.25/hour
Additional copies .....	\$ .25/page

(Revised by Order No. 83-11-30-24, Effective 11.30.83)

**60.838 Requests for Information Fee.**

When it is appropriate as determined by the Department Head or Custodian of Records for each Department, a minimum fee, equivalent to the hourly rate of the position A006, Secretary 2, Step 1 to include fringe benefits and the indirect cost rate as approved by the United States Department of Health and Human Services, shall be charged for research and time spent copying and/or collating requested information. When requests for information require, in the judgment of the Department Head, the

excising of nonpublic information and for research necessitating the use of staff with specialized or professional expertise, then the Department Head and/or Custodian of Records may charge the actual hourly rate, as adjusted to include fringe benefits and indirect costs, of the staff personnel assigned to obtain and furnish the requested information. Charges will be computed on the quarter-hours and the requestor will be provided with the hourly rate to be charged at the initiation of the request. *(Revised by Order No. 83-11-30-24, Effective 11.30.83)*

### 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 ..... \$ 40.00/hour, 1 hour minimum plus postage and padded envelope if requested
- (b) CD of Evidence Photographs ..... \$ 25.00 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:

	Hourly Wage	Center Fee/Day	ESP Fee/Day
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

	<u>Hourly Wage</u>	<u>Center Fee/Day</u>	<u>ESP Fee/Day</u>
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 .....	\$ 40.00
Re-Referral Fee .....	\$ 15.00
Monthly Service Fee .....	\$ 5.00

(b) The Sheriff may approve reduction of the referral fee to \$15.00 when an offender presents an Oregon Trail Card.

(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 (\$15/person)
(iii) 2 People, 2 addresses .....	\$ 56.00
(iv) 3 People, 2 addresses .....	\$ 90.00
(iv) 1 Person, 2 addresses .....	\$ 56.00 (\$28/address attempt)

(b) Fees regarding services of:

(i) Service of Notice of Restitution for:

2 Tenants.....	\$ 28.00
3 Tenants.....	\$ 45.00 (\$15/person)

(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

(c) For entering and processing distraint warrants for state agencies

.....	\$ 6.25
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(d) For services involving travel in excess of 75 miles round trip, an additional fee of

.....	\$ 25.00
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(e) Returned Check Fee .....

.....	\$ 25.00
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(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. ....	\$ 12.00
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
- (7) Other Fees.
- (a) Criminal History check on requestor ..... \$ 15.00
- (b) CJIS required Criminal History check ..... \$ 10.00
- (c) Federal Firearms Transfer Fee ..... \$ 50.00
- (d) Vehicle Impoundment administrative fee ..... \$ 110.00
- (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.
- | 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 |



(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)*

**PAGES 60- 14 THROUGH 60-20  
ARE RESERVED FOR FUTURE EXPANSION**

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with this subsection. The request for hearing shall state the reasons why the person making the request for hearing believes the Sheriff's recommendation is erroneous.

(a) Written notice of the time and place of a hearing shall be served upon the applicant at the applicant's home or business address at least 10 days before the date set for the hearing. If the person requesting the hearing is not the applicant, notice of the time and place of a hearing shall also be served on the person requesting the hearing at that person's home or business address at least 10 days before the date set for the hearing. In the case of a recommendation by the Sheriff against issuance or renewal of a license, the notice shall contain a brief statement of the grounds alleged as the basis for the refusal to recommend issuance or renewal of the license. In the case of an appeal of a recommendation to issue or renew a license, the notice shall contain a copy of the request for hearing.

(b) At the hearing on a recommendation against issuance or renewal of a license, the applicant shall be given an opportunity to address the reasons for the negative recommendation and present responsive evidence. At a hearing on a recommendation to issue or renew a license, the person requesting the hearing shall present evidence as to the reasons why the recommendation should be changed, and the applicant shall have an opportunity to respond. After due deliberation, the Board may recommend approval or denial of the issuance or renewal of the license to the Oregon Liquor Control Commission, and the Board's recommendation, unless it affirms the recommendation of the Sheriff, shall supersede any prior recommendation of the Sheriff. *(Revised by Order 92-11-25-2; Effective 11.25.92)*

**16.130 Fees.**

By authority of ORS 471.166(7) and (8)210(4), a nonrefundable investigative service fee in connection with the application for original or renewed licenses shall be paid to the Sheriff, prior to acceptance of the application, according to the following schedule:

Initial Application/Renewals up to 2 principals or Renewal.....	\$ 25.00
(Includes Investigative Fee)	
Each additional principal.....	\$ 15.00

*(Revised by Order 92-11-25-2; Effective 11.25.92)*

**WRECKING YARD CERTIFICATE**

**16.200 Definitions.**

As used in this subsection:

Certificate as described in ORS 822.100-822.150.

Director means the Director of the Department of Public Safety. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

**16.210 Authority and Delegation.**

Pursuant to the authority of ORS 801.040 and 822.140 the provisions of this subchapter shall govern the application, investigation, approval and appeal of certificates. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

**16.220 Application, Investigation, Approval and Appeal.**

(1) Application for review of a certificate request shall be made to the Director, who may prescribe any forms in addition to those required by the State of Oregon.

(2) Upon receipt, the Director shall refer all applications to the Land Management Division of the Public Works Department. Both the Director and the Land Management Division shall investigate the application for conformance with ORS 822.140, any County land use and zoning ordinances and any criteria established by the Director. The Director shall

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**16.420 Application, Investigation, Approval and Appeal.**

(1) Application shall be made to the Director, who may prescribe any forms in addition to those prescribed by the State.

(2) Upon receipt, the Director shall investigate the application for conformance to any State Fire Marshal and Lane County rules and regulations and shall recommend approval or denial of the permit application. The applicant will be responsible for submitting his or her permit to the State Fire Marshal after the Director's review.

(3) If the Director refuses to issue a permit, the applicant may make a written request for a hearing to be held before the Director in accordance with this subsection.

(a) Written notice of the time and place of a hearing shall be served upon the applicant at his or her home or place of business at least 10 days before the date set for the hearing. The notice shall contain a brief statement of the grounds alleged as the basis for the refusal to issue the permit.

(b) At the hearing, the applicant shall be confronted by the evidence on which the action or proposed action of the Director is based and shall be given an opportunity to answer and thereafter be heard. After due deliberation, the Director may approve or disapprove the issuance or renewal of the permit. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

**16.430 Fees.**

An investigative fee for a permit application shall be paid to the Director prior to acceptance of the application, according to the following schedule:

Fireworks Display.....	\$25.00
Fireworks Sale .....	\$25.00
<del>Model Rocket Launching.....</del>	<del>\$0.00</del> <i>(Revised by Order 88-1-6-31; Effective 2.27.88)</i>

**CONCEALED WEAPONS-HANDGUN LICENSES**

**16.800 Definitions.**

As used in this subchapter:

Director means the Director of the Department of Public Safety.

License as described in ORS 166.2910. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

**16.810 Authority and Delegation.**

Pursuant to the authority of ORS 166.2910 the provisions of this subchapter shall govern the application, investigation, approval, revocation and appeal of licenses. *(Revised by Order 88-1-6-31; Effective 2.27.88)*

**16.820 Application, Investigation, Approval, Revocation and Appeal.**

(1) Application for a concealed ~~handgun weapons~~-license shall be made to the Director, who may prescribe any forms in addition to those required by the State of Oregon. Applications for renewal of a concealed ~~handgun weapon~~-license shall be processed according to State statute.

(2) Upon receipt of an new application, and a nonrefundable investigative fee and **proof of competence with a handgun**, the Director shall require the applicant to be fingerprinted and photographed. ~~and provide an acceptable copy of his or her birth certificate or proof of birth.~~

(3) ~~Upon completion of the investigative process and proof of good cause existing for issuance thereof, the applicant will be notified that the permit has been approved.~~

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(34) Upon successful completion of a background investigation, the application will be approved and the license mailed to the applicant. ~~The applicant will then appear at the office of the Director and pay the statutory fee for the license and have his or her photograph taken for completion of the concealed weapons license.~~

(45) The Director shall have sole discretionary right to revoke the license for any lawful reason.

(56) Applicants may petition the Circuit Court to review the denial, non-renewal or revocation of a concealed handgun license. The petition must be filed within 30 days after the receipt of the notice of denial or revocation. ~~If the application is denied for any reason, the applicant may appeal, in writing, the decision with further proof for issuance of the license. The final decision of the Director shall prevail.~~ (Revised by Order 88-1-6-31; Effective 2.27.88)

**16.830 Fees.**

Under authority of the Lane County Home Rule Charter and consistent with State law the following schedule of fees is established in connection with application for a new or renewed concealed weapons license:

	License Fee, <del>ORS 166.291(5)(a)</del> <del>ORS 166.290(3)</del> .....	\$ 65.00 <del>10.00</del>
	Annual-Renewal Fee, <del>ORS 166.291(5)(a)</del> , <del>ORS 166.290(3)</del> .....	\$ 50.00/4
years <del>2.50</del>		
	Replacement fee due to loss, ORS 166.291(5)(a) .....	\$ 15.00
	Replacement fee due to change of address or loss, ORS 166.291(5)(a) .....	\$ 15.00
	Replacement fee due to name change.....	\$ 15.00

(Revised by Order 88-1-6-31; Effective 2.27.88)

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**60.817 Pollution Control and Other Revenue Bonds.**

To insure at least partial recovery of the administrative and legal costs associated with issuing Pollution Control bonds pursuant to ORS 468.263-468.272 or any other type of revenue bond issued at the request of a private person or entity other than Lane County, Lane County shall receive the following minimum fee.

<u>Dollar Value of Bonds</u>	<u>Fee</u>
\$0-\$2.5 million .....	\$2,500
\$2.5 million-\$10 million....	1% of face value
Over \$10 million.....	\$10,000

*(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

**60.820 Returned Check Fee.**

The Department of Management Services shall collect a fee of \$15 from the maker of any check to Lane County which is returned for non-sufficient funds in the maker's checking account. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

**60.822 Child Support Garnishment Fee.**

The Department of Management Services shall collect a fee of \$5.00 per month for withholding garnishment of child support from garnished employees. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

**60.823 Duplicate W-2 Fee.**

The Department of Management Services shall collect a fee of \$5.00 for providing duplicate W-2s. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

**60.830 Copy Service.**

Under the authority of the Lane County Home Rule Charter and consistent with state law, a photocopying services fee is established at \$.25 per page, subject to the following exceptions:

Certified copies (all Departments) .....	\$ 2.00 per page
<del>Sheriff Officers' reports .....</del>	<del>\$ 5.00 minimum</del>
<del>Accident Reports .....</del>	<del>\$ 10.00 minimum</del>
Board orders and ordinances (under consideration or within 30 days of approval)	
1st copy .....	Free
Additional copies .....	\$ .25

*(Revised by Order No. 83-11-30-24, Effective 11.30.83)*

**60.832 Letter Size Conversion Fee.**

(See LM 2.100.)

**60.834 Draft Transcribing Fee.**

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

Special transcription requests (i.e., tapes):

Original copy .....	\$3.25/hour
Additional copies .....	\$ .25/page

*(Revised by Order No. 83-11-30-24, Effective 11.30.83)*

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**60.836 ~~Cassette Tapes, 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, shall recover administrative costs for research materials, and labor, as has been pre-determined as reasonable administrative costs according to the following schedule:~~

~~Initial Research and Tape Copy ..... \$20.00  
Each hour thereafter, the charge will be in direct relationship to the cost of the employee providing the service. (Revised by Order No. 83-11-30-24, Effective 11.30.83)~~

**60.838 Requests for Information Fee.**

When it is appropriate as determined by the Department Head or Custodian of Records for each Department, a minimum fee, equivalent to the hourly rate of the position A006, Secretary 2, Step 1 to include fringe benefits and the indirect cost rate as approved by the United States Department of Health and Human Services, shall be charged for research and time spent copying and/or collating requested information. When requests for information require, in the judgment of the Department Head, the excising of nonpublic information and for research necessitating the use of staff with specialized or professional expertise, then the Department Head and/or Custodian of Records may charge the actual hourly rate, as adjusted to include fringe benefits and indirect costs, of the staff personnel assigned to obtain and furnish the requested information. Charges will be computed on the quarter-hours and the requestor will be provided with the hourly rate to be charged at the initiation of the request. (Revised by Order No. 83-11-30-24, Effective 11.30.83)

**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 ..... \$ 40.00/hour, 1 hour minimum  
plus postage and padded envelope if requested
- (b) CD of Evidence Photographs..... \$ 25.00 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 first 4 pages  
Duplicated from microfiche/film original ..... \$ 30.00 plus photocopying  
charges after 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 first 4 pages
- (j) Police Incident/Accident Report that requires research or redaction

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- ..... \$ 35.00/hour, 1 hour minimum  
plus photocopying charges after 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  
(25) **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

	<u>Hourly Wage</u>	<u>Center Fee/Day</u>	<u>ESP Fee/Day</u>
1.	<del>6.50</del> - 7.00	10.50	9.00
2.	<del>7.01</del> - 8.50	12.50	11.00
3.	<del>8.51</del> - 10.00	15.50	14.00
4.	<del>10.01</del> - 11.50	17.50	16.00
5.	<del>11.51</del> - 13.00	19.50	18.00
6.	<del>13.01</del> - 14.50	21.50	20.00
7.	<del>14.51</del> - 16.00	23.50	22.00
8.	<del>16.01</del> - 17.50	26.50	25.00
9.	<del>17.51</del> - 19.00	28.50	27.00
10.	<del>19.01</del> - 20.50	30.50	29.00
11.	<del>20.51</del> - 22.00	32.50	31.00
12.	<del>22.01</del> - 23.50	35.50	34.00
13.	<del>23.51</del> - 25.00	37.50	36.00
14.	<del>25.01</del> +	39.50	38.00

- (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  
(36) **Community Service Fees.**  
(a) The Sheriff is authorized to collect the following offender fees **plus a monthly service fee:**



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Referral Fee .....	\$ 40.00
Re-Referral Fee .....	\$ 15.00
<b>Monthly Service Fee.....</b>	<b>\$ 5.00</b>

(b) The Sheriff may approve reduction of the referral fee to \$15.00 when an offender presents an Oregon Trail Card.

**(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 (\$15/person)
(iii) 2 People, 2 addresses.....	\$ 56.00
(iv) 3 People, 2 addresses.....	\$ 90.00
(iv) 1 Person, 2 addresses .....	\$ 56.00 (\$28/address attempt)

(b) Fees regarding services of:

(i) Service of Notice of Restitution for:

2 Tenants .....	\$ 28.00
3 Tenants .....	\$ 45.00 (\$15/person)

(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

(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~~ **fingerprinting to the public as a public service on a request basis with the following fees:**

**Initial Fingerprint Card. ....**

**\$ 12.00**

**Each additional.....**

**\$ 10.00**

**Legal Sized Envelope .....**

**\$ .25/each**

~~The fee of \$10.00 for each initial fingerprint card and \$10.00 for each and every card thereafter so prepared is hereby established to defray expenses in connection with offering such service. The fees shall be waived for fingerprinting necessary in conducting County business.~~

**(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**

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- (e) Photographs ..... \$ 7.00 per photograph
- (7) **Other Fees.**
  - (a) Criminal History check on requestor ..... \$ 15.00
  - (b) CJIS required Criminal History check ..... \$ 10.00
  - (c) Federal Firearms Transfer Fee ..... \$ 50.00
  - (d) Vehicle Impoundment administrative fee ..... \$ 110.00
- (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

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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

(92) **Personal Property Seizures and Sale.** The Sheriff shall collect the following fees per ORS 21.410 and ~~475A.045~~**and 23.460:**

- (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.

(103) **Real Property Seizures and Sale.** The Sheriff shall collect the following fees per ORS 21.410 and ~~475A.045~~**and 23.460:**

- (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

~~(4) Background Checks for Transfer of Handguns.~~

~~The Sheriff shall collect per ORS 166.420 ..... \$ 15.00~~

~~(5) 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.	<del>6.50</del> 7.00	10.50	9.00
2.	<del>7.01</del> 8.50	12.50	11.00
3.	<del>8.51</del> 10.00	15.50	14.00
4.	10.01 11.50	17.50	16.00
5.	11.51 13.00	19.50	18.00
6.	13.01 14.50	21.50	20.00
7.	14.51 16.00	23.50	22.00
8.	16.01 17.50	26.50	25.00
9.	17.51 19.00	28.50	27.00
10.	19.01 20.50	30.50	29.00
11.	20.51 22.00	32.50	31.00

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	<u>Hourly Wage</u>	<u>Center Fee/Day</u>	<u>ESP Fee/Day</u>
12.	22.01 — 23.50	35.50	34.00
13.	23.51 — 25.00	37.50	36.00
14.	25.01 +	39.50	38.00
<del>(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</del>			
<del>(c) The Sheriff may approve fee reductions based upon verified financial hardship \$ 15.50</del>			

~~(6) Community Service Fees:~~

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

Referral Fee	\$ 40.00
Re Referral Fee	\$ 15.00

~~(b) The Sheriff may approve reduction of the referral fee to \$15.00 when an offender presents an Oregon Trail Card.~~

(117) 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

(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)

At right margin indicates changes

**Bold** indicates material being added

~~Strikethrough~~ indicates material being deleted

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