ORDER NO: 15-09-15-06

IN THE MATTER OF AMENDING LANE MANUAL CHAPTERS 16 AND 60 TO REVISE AND ADD FEES

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

WHEREAS, certain changes to Lane Manual Chapters 16, 60.605 and 60.839 are desired to revise and add fees charged by the Department of Public Safety.

NOW, THEREFORE, the Board of County Commissioners of Lane County ORDERS that Lane Manual Chapters 16, 60.605 and 60.839 be amended by removing, substituting, and adding the following sections:

REMOVE THESE SECTIONS

16
60.605
60.839

INSERT THESE SECTIONS

16
60.605
60.839

Amended section is attached hereto and incorporated herein by reference.

ADOPTED this 15th day of September, 2015.

Jay Bozievich, Chair, Lane County Board of Commissioners
16.100 Definitions.
As used in this subchapter:
“Board” means the Board of County Commissioners.
“License” means a license issued by the Oregon Liquor Control Commission as described or referred to in ORS 471.215.
“Sheriff” means the Lane County Sheriff. (Revised by Order 92-11-25-2; Effective 11.25.92)

16.110 Authority and Delegation.
The state of Oregon and the Oregon Liquor Control Commission require applications for new or renewed license in Lane County to make application to Lane County for a recommendation under O RS 471.166 and oar 845-005-0304. The authority to review applications and make recommendations as to the applicant's suitability for a liquor license is delegated to the Lane County Sheriff. Pursuant to the authority of ORS 471.210(4), the provisions of this subchapter shall govern the application, investigation, approval and appeal of license recommendations. (Revised by Order 92-11-25-2; Effective 11.25.92)

16.120 Application, Investigation, Approval and Appeal.
(1) Applicants must submit all applications for review of a license request shall be made to the Sheriff, who may prescribe any Lane County form in addition to those required by the Oregon Liquor Control Commission. Applications for renewal of a license shall be processed according to the procedures developed by the Oregon Liquor Control Commission apply to application review under this subchapter.

(2) Upon receipt of a new application, the Sheriff shall refer that application to the Land Management Division of the Public Works Department for a land use and zoning conformance review. If the location for which the license is sought is also within the Urban Growth Boundary of an incorporated city, the Sheriff shall also refer the application to the city for a land use and zoning conformance review. Any interested person may submit comments, in writing, to the Sheriff for consideration in the review process.

(3) After sufficient review of the application and any related information by both the Sheriff and the Land Management Division and when required by LM 16.120(2) above, Land Management Division and the City of Eugene, and after the Sheriff has reviewed any public comments submitted in conjunction with or related to a license application, the Sheriff shall forward a recommendation on whether a license should be issued or renewed to the Oregon Liquor Control Commission. The applicant is responsible for submitting the application to the Liquor Control Commission.

(4) The Sheriff may recommend denial of a license application under the grounds found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0325 or 845-005-0326, or the license restriction bases of OAR 845-005-0355, and where reliable factual information supports the denial recommendation. Specific grounds for a denial recommendation include, but are not limited to if any of the following factors exist:
16.120 Lane Manual

(a) Failure to meet applicable land use requirements.

(b) A felony conviction of the applicant, or any officer or director of the applicant.

(c) Two or more misdemeanor convictions within the preceding 10 years of the applicant, or any officer or director of the applicant.

(d) Applicant has been possibly convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license.

(e) Applicant has a habit of using alcohol or drugs to excess.

(f) A history of involvement by the applicant, or any officer or director of the applicant, in incidents involving drugs or alcohol, noise violations, altercations, etc. and the Sheriff believes similar activities will occur at location of applicant.

(g) Any other factor identified and explained in the Sheriff's recommendation as a risk to the public health and safety.

(5) A person aggrieved by the recommendation of the Sheriff to the Oregon Liquor Control Commission may appeal by filing with the Board—not make a written request for hearing to the Board—within 10 days of the date of the Sheriff's recommendation, for a hearing before the Board or a designee to be held in accordance 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. The Board's review is de novo and must be based on the record before the Board, including the Sheriff's file materials and any written and oral evidence submitted into the hearing record.

(a) The Sheriff will serve, 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, the Sheriff will also serve 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 Board will provide the applicant with an opportunity to address the reasons for the negative recommendation and to present responsive evidence. At a hearing on a recommendation to issue or renew a license, the person requesting the hearing may 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:

LM16_0002_120 LEGVER.doc 16-2
LM16
16.120 Lane Manual  16.120

Initial Application or Renewals up to 2 principals ........................................ $ 25.00

Each (Includes Investigative Fee)

Each additional principal ................................................................................. $ 15.00

(Revised by Order 92-11-25-2; Effective 11.25.92; 08-11-12-4, 12.1.08)
16.100 Definitions.
As used in this subchapter:
“Board” means the Board of County Commissioners.
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   (1) Applicants must submit all applications for review of a license request to the Sheriff, who may prescribe any Lane County form in addition to those required by the Oregon Liquor Control Commission. The procedures developed by the Oregon Liquor Control Commission apply to application review under this subchapter.
   (2) Upon receipt of a new application, the Sheriff shall refer that application to the Land Management Division of the Public Works Department for a land use and zoning conformance review. If the location for which the license is sought is also within the Urban Growth Boundary of an incorporated city, the Sheriff shall also refer the application to the city for a land use and zoning conformance review. Any interested person may submit comments, in writing, to the Sheriff for consideration in the review process.
   (3) After sufficient review of the application and any related information by the Sheriff and the Land Management Division and when required by LM 16.120(2) above the Sheriff shall forward a recommendation on whether a license should be issued or renewed to the Oregon Liquor Control Commission. The applicant is responsible for submitting the application to the Liquor Control Commission.
   (4) The Sheriff may recommend denial of a license application under the grounds found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0325 or 845-005-0326, or the license restriction bases of OAR 845-005-0355, and where reliable factual information supports the denial recommendation. Specific grounds for a denial recommendation include, but are not limited to:
      (a) Failure to meet applicable land use requirements.
      (b) Applicant has been possibly convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license.
      (c) Applicant has a habit of using alcohol or drugs to excess.
      (d) A history of involvement by the applicant, or any officer or director of the applicant, in incidents involving drugs or alcohol, noise violations, altercations, etc. and the Sheriff believes similar activities will occur at location of applicant.
      (e) Any other factor identified and explained in the Sheriff's recommendation as a risk to the public health and safety.
(5) A person aggrieved by the recommendation of the Sheriff to the Oregon Liquor Control Commission may appeal by filing with the Board a written request for hearing within 10 days of the date of the Sheriff's recommendation, before the Board or a designee to be held in accordance with this subsection. The request for hearing should state the reasons why the person making the request for hearing believes the Sheriff's recommendation is erroneous. The Board's review is de novo and must be based on the record before the Board, including the Sheriff's file materials and any written and oral evidence submitted into the hearing record.

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(b) At the hearing on a recommendation against issuance or renewal of a license, the Board will provide the applicant with an opportunity to address the reasons for the negative recommendation and to present responsive evidence. At a hearing on a recommendation to issue or renew a license, the person requesting the hearing may present evidence as to the reasons why the recommendation should be changed, and the applicant will 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, supersedes any prior recommendation of the Sheriff. (Revised by Order 92-11-25-2; Effective 11.25.92)

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Initial Application or Renewal................................................................. $ 25.00

Each (Includes Investigative Fee) (Revised by Order 92-11-25-2; Effective 11.25.92; 08-11-12-4, 12.1.08)
USE OF SERVICES

60.605 Public Safety Department Community Service Officers.
In the interest of the public health and welfare and on a volunteer overtime basis, if possible, Sheriff's Deputies, or other sworn personnel, may be available as Community Service Officers for such duties as security, crowd and traffic control. The rate for such Sheriff's Deputy Personnel is set at Deputy Sheriff 1 classification at time and a half, plus current fringe benefit cost and current County indirect and department overhead cost per officer with a minimum fee annually for each fiscal year and includes salary, benefits and overhead. A two-hour minimum charge is required.

If volunteer Deputies are not available and it is necessary to assign Deputies in specific instances where it is deemed necessary to have Deputies in attendance, the rate of pay will be in accordance to the current labor contract plus the current fringe benefit cost and the current County indirect and department overhead cost as well as minimum call time as provided in the current labor contract. Supervisory personnel assigned will be paid at their current salary rate, plus time and a half, and the current fringe benefit cost and the current County indirect and department overhead cost, with the same minimum call time as the contract group.

Arrangements for such services shall be made by negotiation with Lane County through the Sheriff's Office (Department of Public Safety), and shall be within the limits and guidelines defined by the Sheriff's Office. Arrangements will not be made where a conflict of interest or jurisdiction exists, or when the Sheriff decides it is not in the public interest to provide the officers. (Revised by Order No. 82-7-14-26, Effective 7.14.82)

...
60.839 Lane Manual 60.839

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
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:

<table>
<thead>
<tr>
<th>Hourly Wage</th>
<th>Center Fee/Day</th>
<th>ESP Fee/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00-10.00</td>
<td>14.50</td>
<td>13.00</td>
</tr>
<tr>
<td>10.01-11.50</td>
<td>17.50</td>
<td>16.00</td>
</tr>
<tr>
<td>11.51-13.00</td>
<td>23.50</td>
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<td>25.50</td>
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<td>17.51-19.00</td>
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<td>19.01-20.50</td>
<td>36.50</td>
<td>35.00</td>
</tr>
<tr>
<td>20.51-22.00</td>
<td>38.50</td>
<td>37.00</td>
</tr>
<tr>
<td>22.01-23.50</td>
<td>41.50</td>
<td>40.00</td>
</tr>
<tr>
<td>23.51-25.00</td>
<td>43.50</td>
<td>42.00</td>
</tr>
</tbody>
</table>

\[ \frac{1}{2} \] 7.05 8.50 14.50 13.00
\[ \frac{1}{2} \] 8.51 10.00 17.50 16.00
\[ \frac{3}{4} \] 10.01 11.50 20.50 19.00
\[ \frac{3}{4} \] 11.51 13.00 23.50 22.00
\[ \frac{5}{4} \] 13.01 14.50 25.50 24.00
\[ \frac{5}{4} \] 14.51 16.00 27.50 26.00
\[ \frac{7}{4} \] 16.01 17.50 30.50 29.00
\[ \frac{7}{4} \] 17.51 19.00 33.50 32.00
(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 21.30021.410 in civil actions, suits and proceedings for each case delivered to the office of the Sheriff:
(a) Service of a summons, citation, civil subpoena, a citation notice, 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, writ of garnishment, or similar judicial documents directed to not more than two parties at the same address:
1-2 People, same address ........................................ $ 36.00
3 or more People, same address.............................. $ 60.00

(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

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

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(a) Service of a summons, citation, civil subpoena, a citation notice, 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, writ of garnishment, or similar judicial documents directed to not more than two parties at the same address:
1-2 People, same address ........................................ $ 36.00
3 or more People, same address.............................. $ 60.00

(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
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(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.
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1-2 People, same address ........................................ $ 36.00
3 or more People, same address.............................. $ 60.00
1-2 People; 2 additional addresses .................. $ 

72.0036.00/address attempt 

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:

(eb) 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 F.E.D (Foreclosed Entry and Detainer); and/or basic enforcement (Court Ordered): $ 70.00

(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 ..................... $ 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

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

(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
(f) Inmate trust account deposit processing fee........ $  3.00

(7) Other Fees,
   (a) Criminal History check on requestor..................... $ 15.00
   (b) CJIS required Criminal History check ..................... $ 10.00
   (c) Federal Firearms Transfer Fee ............................. $ 65.00
   (d) Vehicle Impoundment administrative fee .................. $ 120.00
   (e) Subrogations...........................................$  8.00

(8) Personal Property Seizures and Sale. The Sheriff shall collect the following fees per ORS 18.930, ORS 21.410-300 and 194.400:
   (a) Levy upon and inventory of seized property
       (1 hour minimum) ......................................... $ 34.00/hr.

Enforcement Fee $70.00/min
   (b) Standby Fee. Standing by in anticipation of securing custody of
       the property, the expenses of securing each keeper or custodian of property, the
       expense of inventory of property: Will be charged according to the current contract
       rate schedule (including regular and overtime hours) in 15 minute increments.
   (c) Folio fees.................................................$3.00/100 words
   (d) Copy fees...............................................$3.00/document
   (e) Mailed documents
       (i) Standard 9x6 envelope = current USPS rate + 1 ounce + .25

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

   (f) Prepare and mail notices of sale and exemption .... $  15.50
   (g) Post notices of sale in three public places in County $  34.00 (6.00 posting or OSSA Website posting at current rate)
   (h) Conduct sale, collect monies, prepare certificates and return
       (1 hour minimum) ......................................... $ 21.00/hr.
   (i) Bill of Sale ($15.00 + $10.00 Notary).............. $25.00
   (j) Storage and Towing fee: Will be charged and the current

vendor's rates.

   (k) 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, 21.410-300, 194.400:
   (a) Prepare and file certificate of levy ..................... $  15.50
   (b) Enforcement Fee........................................ $70.00/min

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

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

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

(g) For services involving travel in excess of 75 miles roundtrip, an
additional $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

(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.

<table>
<thead>
<tr>
<th>Number of annual transactions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) 1-199</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>(b) 200-999</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>(c) 1,000-2,999</td>
<td>$ 550.00</td>
</tr>
<tr>
<td>(d) 3,000 up</td>
<td>$ 700.00</td>
</tr>
</tbody>
</table>

(Revised by Order No. 01-10-17-9, Effective 1.1.02; 06-6-2-6, 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)
USE OF SERVICES

60.605 Public Safety Department Community Service Officers.
In the interest of the public health and welfare and on a volunteer overtime basis, if possible, Sheriff's Deputies, or other sworn personnel, may be available as Community Service Officers for such duties as security, crowd and traffic control. The rate for such Sheriff's personnel is set annually for each fiscal year and includes salary, benefits and overhead. A two-hour minimum charge is required.

If volunteer Deputies are not available and it is necessary to assign Deputies in specific instances where it is deemed necessary to have Deputies in attendance, the rate of pay will be in accordance to the current labor contract plus the current fringe benefit cost and the current County indirect and department overhead cost as well as minimum call time as provided in the current labor contract. Supervisory personnel assigned will be paid at their current salary rate, plus time and a half, and the current fringe benefit cost and the current County indirect and department overhead cost, with the same minimum call time as the contract group.

Arrangements for such services shall be made by negotiation with Lane County through the Sheriff's Office (Department of Public Safety), and shall be within the limits and guidelines defined by the Sheriff's Office. Arrangements will not be made where a conflict of interest or jurisdiction exists, or when the Sheriff decides it is not in the public interest to provide the officers. (Revised by Order No. 82-7-14-26, Effective 7.14.82)

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
   (b) CD of Evidence Photographs .............................. $ 35.00
   (c) Electronic Media CD (photos, videos, etc.) $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:

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

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

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

(3) Community Service Fees.

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

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

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

(c) Jail sentence conversion to community service hours: $50.00/100 hours of community service and/or $100.00 out of state
(4) **Service Fees.** The Sheriff shall collect the following fees per ORS 21.300 in civil actions, suits and proceedings for each case delivered to the office of the Sheriff:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 People, same address</td>
<td>$36.00</td>
</tr>
<tr>
<td>3 or more people, same address</td>
<td>$20.00/per person</td>
</tr>
<tr>
<td>1-2 People, additional addresses</td>
<td>$36.00/address</td>
</tr>
</tbody>
</table>

(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: $70.00

(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 $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 $40.00

(h) Returned Check or Stop Payment Fee $35.00

(5) **Fingerprinting Service Fee.** Subject to the availability of personnel, the Department of Public Safety is authorized to offer fingerprinting to the public with the following fees:

- Initial Fingerprint Card $15.00
- Each additional $10.00
- Legal Sized Envelope $0.25/each

(6) **Lane County Adult Correction.**

(a) Comprehensive Inmate File Request based upon per inmate per lodging $10.00 plus

(b) Mug shot profile $7.00/each

(c) Inmate history/dates of incarceration $5.00 plus

(d) Inmate arrest report $5.00 plus

(e) Photographs $7.00 per

(f) Inmate trust account deposit processing fee $3.00

(7) **Other Fees.**

(a) Criminal History check on requestor $15.00

(b) CJIS required Criminal History check $10.00

(c) Federal Firearms Transfer Fee $65.00

(d) Vehicle Impoundment administrative fee $120.00

(e) Subrogations $8.00

(8) **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 $70.00/min
(b) Standby Fee. Standing by in anticipation of securing custody of the property, the expenses of securing each keeper or custodian of property, the expense of inventory of property: Will be charged according to the current contract rate schedule (including regular and overtime hours) in 15 minute increments.

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

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

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

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

mailing supplies
   (f) Post notices of sale in three public places in County $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............................$70.00/min

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

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

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

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

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

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

(g) For services involving travel in excess of 75 miles roundtrip, an additional $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 Fee
(a) 1-199..............................................$ 200.00
(b) 200-999.........................................$ 400.00
(c) 1,000-2,999.....................................$ 550.00
(d) 3,000 up......................................$ 700.00