



"Excellence in Service"

Yamhill County Sheriff's Office

Sheriff Tim Svenson

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MEMO

To: Yamhill County Board of Commissioners
Laura Tschabold, County Administrator

From: Tim Svenson, Sheriff *Tim Svenson*

Date: November 19, 2018

Re: Sheriff's Office Fee Schedule Addition – Attorney Card Renewal

As you are aware, through our Courthouse Campus Security unit of the Corrections Division, we provide the opportunity for limited prox card access for members of the Oregon State Bar who wish to have weekday access to the Court facilities of the Yamhill County Circuit Court. This access card allows them to enter the courthouse, under the terms of the Key Card Usage Agreement, without having to go through the security scanning station. This process was put in place in 2015 and the original Fee Schedule was approved under BO15-350.

Effective January 1, 2019, in order to better track and monitor the distribution and usage of Attorney Cards, we will be implementing a renewal process, required every two years, for each issued Attorney Card. We will be inactivating or renewing cards, based on communication with the attorney in question. Because of this change in practice, we will need to add the following fee to the existing fee schedule:

- \$30 for renewal key card

The initial \$30 fee for a new card, and the \$20 fee for a lost/replaced card, will remain in place.

TS:emw

cc: Richard Geist, Corrections Captain
Jason Mosiman, Corrections Sergeant, Courthouse Campus Security Unit

Accepted by Yamhill County
Board of Commissioners on
11/29/18 by Board Order
18-432