



"Excellence in Service"

# Yamhill County Sheriff's Office

*Sheriff Tim Svenson*

535 NE 5<sup>th</sup> Street, Room 143, McMinnville, Oregon 97128-4595

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## MEMORANDUM

**DATE:** February 28, 2020

**TO:** Yamhill County Board of Commissioners  
Ken Huffer, County Administrator

**FROM:** Tim Svenson, Sheriff *Tim Svenson*

**RE:** Sheriff's Office Fee Schedule – Public Record Fee / CHL and Fingerprinting Fees

### Public Record Fee

Presently, Yamhill County Sheriff's Office charges a processing fee of \$10.00 for the first 10 pages, and \$2.00 per page thereafter for Public Records Requests. As noted in the attached proposal from Records Clerk Supervisor Nicole Heidt, and endorsed by Operations Captain Chris Ray, we believe that a simpler approach that would cover the bulk of the records request responses is appropriate.

Therefore, we are proposing to modify the Fee Schedule by establishing a non-refundable processing fee of \$12.00 per person and/or incident. This \$12.00 fee will include up to 20 pages of records response and up to 30 minutes of research/review/redaction time. Our estimate is that 95% of records request responses are 20 pages or less, so in comparison to our current rates, this is a reduction for a full 20-page report of \$8.00 per response. However, having a non-refundable processing fee that is required before the request is fulfilled will help ensure that requests are reasonable and legitimate, that the Sheriff's Office is able to collect the appropriate fees for the work performed, and, most importantly, that there is a consistency that allows the public to clearly understand what is included in the cost of their request.

As noted in Ms. Heidt's memo, this change in fee schedule meets the requirements under ORS 192.324(4) in that this initial fee is not more than \$25 and it is a fee reasonably calculated to reimburse the Sheriff's Office for our actual cost of making the records available. The current hourly rate of a Senior Records Clerk is \$27.8399/hr, making the \$12 fee slightly under 30 minutes of paid time. As with current practice, listed victims in a case may receive a copy of the report upon request for no charge.

### Concealed Handgun License and Fingerprinting Fees

Presently, Yamhill County Sheriff's Office charges a processing fee of \$65.00 for new CHL applications; \$50 for renewal applications; and \$15 for either replacement CHL applications or out-of-county transfer applications. These fees each include the cost of fingerprinting, photographing, and the production/mailing of the license, as well as the background check required under ORS 166.291. As noted in the attached proposal from Records Clerk Supervisor Nicole Heidt, and endorsed by Operations Captain Chris Ray, the State of Oregon processing fee that we must pay for each fingerprinting is \$15, but we are only charging this expense to new CHL applicants, even though we must now fingerprint new and out-of-county transfer applicants. Therefore, in order to ensure that we are appropriately and reasonably setting fee rates, we propose that out-of-county transfer applications increase to \$30, to cover both the

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\$15 processing fee and the \$15 fingerprinting fee. This change is permissible under ORS 166.291(5)(a), as the current \$15 is a pass-through fee that is paid to the Department of State Police for the fingerprinting and then the \$15 for the issuance of a license in our county (i.e., change of address).

In addition, we are proposing to increase the stand-alone fingerprinting fee (i.e., fingerprinting that is not part of another process) from \$15.00 for 2 cards to \$25 for 2 cards and \$5.00 for each additional card. This ensures that we are able to collect and submit the pass-through fee that is paid to the Department of State Police for the fingerprinting, as well as a processing fee for staff time that is required in order to print and submit the necessary forms and documents.

The attached *2020 Sheriff's Office Fee Schedule* includes the above modified fees, as well as current fees for services provided by the Sheriff's Office and in compliance with the numerous statutes that govern these processes. If approved, these fees will be enacted effective March 15, 2020.

TS:emw

enc: 2020 Yamhill County Sheriff's Office Fee Schedule  
2020-02-21 Endorsement of Fee Changes from Captain Ray  
2020-02-14 Proposal for Fee Adjustments (CHL and Fingerprinting) from Supervisor Heidt  
2020-01-15 Proposal for Public Record Fee Adjustments from Supervisor Heidt

cc: Chris Ray, Operations Captain

Accepted by Yamhill County  
Board of Commissioners on  
3/5/2020 by Board Order  
# 20-86



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## YAMHILL COUNTY SHERIFF'S OFFICE FEE SCHEDULE

### APPLICATIONS AND OTHER PERMITS

#### **General Fingerprinting**

For up to 2 cards (Code 362.99) \$25.00  
Each additional card (Code 362.99) \$5.00 per card

#### **New Concealed Handgun License (includes as outlined):**

For CHL Review and Processing (Code 322.91) \$50.00  
For Fingerprinting (Code 322.92) \$15.00

#### **Renewal (including Transfer) Concealed Handgun License (includes as outlined):**

For CHL Review and Processing (Code 322.91) \$50.00

#### **Transfer Renewable Concealed Handgun License (includes as outlined):**

For CHL Review and Processing (Code 322.91) \$50.00  
For Fingerprinting (Code 322.92) \$15.00

#### **Transfer VALID Concealed Handgun License (includes as outlined):**

For CHL Review and Processing (Code 322.91) \$15.00  
For Fingerprinting (Code 322.92) \$15.00

#### **Address Change / Replacement for Lost CHL Card (includes as outlined):**

For CHL duplication of license because of loss or change of address (Code 322.91) \$15.00

### ATTORNEY COURTHOUSE SECURITY BYPASS CARD

New Security Bypass Card (valid for two years): \$25.00  
Covers application review, background check and card

Renewal Security Bypass Card (valid for two years): \$30.00

Lost / Replacement Card (valid through original period): \$20.00

### CIVIL SERVICE FEES

Code 342.04

Conveyance of real property (Sheriff's Deed): \$60.00

Criminal Subpoenas: No charge

Garnishments (Delivery): \$25.00

Notice Process: (i.e., FEDs (Forced Entry and Detainer), Notice of Restitution (enter date); Small Claims, Summons/ Complaint or Petition, Motion Orders, Civil Subpoenas (must have witness fees attached));	\$45.00 (for 2 persons)
<i>If service is requested for more than two parties at the same address, the fee is \$25.00 for each additional party at the same address.</i>	\$25.00 per person
Orders of Assistance or Executions:	\$125.00
Restraining Orders	No charge
Writ of Foreclosure	\$607.38

**RECORDS REQUESTS**

Code: 362.11

Public Records Request*: <i>Fee is applied towards copy of report, up to 20 pages, and includes 30 minutes of research/redaction of records processing time.</i>	\$12.00 per person and/or incident
Reports over 20 pages or requiring more than 30 minutes of research/redaction processing time will be assessed at staff rate.	Hourly rate of Senior Records Clerk
Records Requests for Criminal Justice agencies, Department of Human Services (DHS), and/or Senior Disability Services	No charge
Photo CD / DVD	\$15.00 per CD / DVD

\*Public Records Request by mail **must** include payment and a self-addressed stamped envelope.

**TOW / IMPOUND RELEASE**

Release Fee	\$75.00
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## MEMORANDUM

**DATE:** February 21, 2020

**TO:** Sheriff Svenson

**FROM:** Captain Ray

**RE:** Fee change for CHL and Public Records Requests

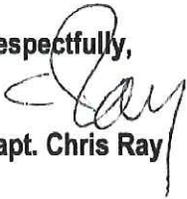
Sir,

Support Specialist Manager Nicole Heidt had researched our current fee schedule as it relates to Concealed Handgun Licenses and public records requests. She has, in the attached proposals, outlined what she believes would put us consistent with most other sheriff's offices in Oregon. I have reviewed the proposed changes and agree that it would put us up to date with our fees, and, in the case of CHL's, allow us to recoup the cost of fingerprinting subjects for new CHL's, transfers, or renewals.

Please take the time to review these proposals, and if you deem appropriate, take before the Board of Commissioners for approval.

Please let me know if you have any questions or need any additional information.

Respectfully,

  
Capt. Chris Ray

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Exhibit "A"



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## MEMORANDUM

DATE: February 14, 2020  
TO: Captain Chris Ray  
FROM: Nicole Heidt  
RE: Fee Adjustments

While evaluating our public record fee schedule I discovered all fourteen other counties I reviewed charge \$15.00 more for Concealed Handgun License (CHL) holders transferring into their county. They all charge \$30.00 for citizens transferring current CHL's, and \$65.00 for transfer and renewal. Currently we charge \$15.00 for CHL transfers and \$50.00 for transfer and renewal. We only collect the \$15.00 fee we are required to pay to the State of Oregon on new applicants. I propose we adjust our CHL fee schedule as follows:

NEW	FOR CHL	CODE 322.91	\$50.00
	FOR FINGERPRINTING	CODE 322.92	\$15.00
TRANSFER & RENEWAL	FOR CHL	CODE 322.91	\$50.00
	FOR FINGERPRINTING	CODE 322.92	\$15.00
TRANSFER ONLY	FOR CHL	CODE 322.91	\$15.00
	FOR FINGERPRINTING	CODE 322.92	\$15.00
ADDRESS CHANGE/LOST CARD	FOR CHL	CODE 322.91	\$15.00

I also discovered that on average other counties charge over \$15.00 per fingerprint card or \$25.00 for up to 2 fingerprint cards. Currently we charge \$15.00 for up to 2 fingerprint cards. I propose we adjust our fingerprinting fee schedule as follows:

GENERAL FINGERPRINTING	MISC CODE 362.99	\$25.00 up to 2 cards \$5.00 each additional card
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Adjusting our fee schedule as suggested above will make our fees consistent with other counties throughout the state and ensure minimal increases as we adjust with inflation.

Respectfully,

AGENCY	Search Fee	Copy Fee	Copy Fee	Copy Fee	Copy Fee	Copy fee	CHL Transfer Fee	Fingerprints	
Marion County	\$15.00 for each incident/person searched.	\$10.00 for up to 10 pages, .25 each page thereafter for each report (case number).	\$8.00 for first 10 pages, \$1.00 each page thereafter for each report (case number).	\$20.00 for up to 24 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40.00 per hour. \$10.00 additional charge for archived retrieval (older than 4 years).	\$20.00 for 25 to 49 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40.00 per hour. \$10.00 additional charge for archived retrieval (older than 4 years).	\$50 for 50 to 100 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40 per hour. \$10 additional charge for archived retrieval (older than 4 years).	Copy fee of .25¢ per page applies after first 4 pages.	\$30	No service
Polk County	\$10 non-refundable search fee for each incident/person searched.	\$10.00 for up to 24 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40.00 per hour. \$10.00 additional charge for archived retrieval (older than 4 years).	\$10.00 for up to 24 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40.00 per hour. \$10.00 additional charge for archived retrieval (older than 4 years).	\$20.00 for 25 to 49 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40.00 per hour. \$10.00 additional charge for archived retrieval (older than 4 years).	\$50 for 50 to 100 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40 per hour. \$10 additional charge for archived retrieval (older than 4 years).	Copy fee of .25¢ per page applies after first 4 pages.	\$30	\$25 up to 2 cards, \$10 each additional	
Lane County	N/A	\$22.00 for up to 10 pages, \$2.00 for each additional 10 pages for each report (case number).	\$22.00 for up to 10 pages, \$2.00 for each additional 10 pages for each report (case number).	N/A	N/A	N/A	\$30	\$25 up to 2 cards, \$2 each additional	
Washington County	\$10.00 for each incident/person searched.	\$20.00 for up to 8 pages, \$1.00 each page thereafter for each report (case number).	Professional File Search/Redaction fee, \$29.00 per hour.	Professional File Search/Redaction fee, \$29.00 per hour.	Legal Counsel Review, \$150 per hour, (1/4 hour minimum).		\$30	No service	
Deschutes County	\$5.00 for each incident/person searched.	\$8.00 for up to 4 pages, \$1.00 each page thereafter for each report (case number).	\$8.00 for up to 4 pages, \$1.00 each page thereafter for each report (case number).				\$30	\$20 for 2 cards	
Linn County	\$15.00 per name/address.	\$15.00 for reports 2003 or newer. \$25.00 for archived reports 2002 or older.	\$15.00 for reports 2003 or newer. \$25.00 for archived reports 2002 or older.				\$30	\$25 up to 2 cards, \$5 each additional	
Lincoln County	\$25 per processing hour, billed in 15 minute increments.	\$8.00 for up to 6 pages, .25¢ each page thereafter for each report (case number).	\$8.00 for up to 6 pages, .25¢ each page thereafter for each report (case number).				\$30	\$30 for up to 3 cards	
Douglas County	N/A	\$10.00 per report if case number is provided.	\$10.00 per report if case number is provided.	\$15.00 per report if search needs to be done.	\$20.00 per report if incident is before 2008.	\$30.00 per hour if research takes over 1 hour.	\$30		
Umatilla County	\$5.00 per name or address	\$10.00 for up to 20 pages. .25¢ each page thereafter for each report (case number).	\$10.00 for up to 20 pages. .25¢ each page thereafter for each report (case number).	Requests requiring more than 1 hour to process will be charged at the rate of \$32.00 per hour.	\$10.00 for copy of citation.	\$10.00 for copy of DMV crash report.	\$30	\$20 up to 2 cards, \$5 each additional	
Josephine County							\$30	\$48 first card, \$4.75 each additional	
Jackson County							\$30	No service	
Multnomah County							\$30	No service	
Clatsamas County	\$10 per name/address	\$10 for first 30 pages, .20¢ per additional page	\$10 for first 30 pages, .20¢ per additional page				\$30	\$15 per card	
Benton County							\$30	\$20 first card, \$5 each additional	



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## MEMORANDUM

DATE: January 15, 2020  
TO: Captain Chris Ray  
FROM: Nicole Heidt  
RE: Public Record Fee Schedule

As a means to ensure our fee schedule for the release of public records is reasonable as required by ORS 192.324 (4)(a), I looked up the fee schedule for ten other counties in Oregon. Eight out of the ten counties I reviewed charge a non-refundable fee for the initial records search for each person and/or incident, averaging nearly \$12.00 per search. The initial copy fee, up to an identified number of pages, ranges from \$8.00 to \$22.00 per case report, average cost equaling nearly \$21.00 per case number. Additional pages beyond the initial fee, range from .25¢ to \$2.00 for each page.

Our current fee schedule of \$10 for the first 20 pages and \$2.00 for each additional page is reasonable, and in fact on the low end. Taking into consideration our mission and commitment to excellence in service, and in effort to simplify the process, I propose the below listed fee schedule be implemented:

Mandatory search fee of \$12.00 per person and/or incident, non-refundable. Fee will be applied towards copy of report up to 20 pages, includes up to 30 minutes of research/redaction time. Reports more than 20 pages or requiring more than 30 minutes to process, will be assessed hourly redaction rates. (Currently \$28/hr based on Senior Records Clerk rate.)

Any releasable crime report requested by the victim listed in the case, should be released to the victim free of charge.

By my estimation, the number of cases with more than 20 pages or requiring more than 30 minutes of redaction is minimal and would occur rarely. Collecting the flat \$12.00 non-refundable fee upon submission of the request will ensure unambiguous consistency, as well as deter unreasonable inquiries. This fee is also fair and should stand up against the reasonability test when comparing to other counties throughout Oregon.

Respectfully,

AGENCY	Search Fee	Copy Fee	Copy Fee	Copy Fee	Copy fee
Marion County	\$15.00 for each incident/person searched.	\$10.00 for up to 10 pages, .25 each page thereafter for each report (case number).			
Polk County	\$10.00 for each incident/person searched. Waived if case number provided by requestor.	\$8.00 for first 10 pages, \$1.00 each page thereafter for each report (case number).			
Lane County	\$10 non-refundable search fee for each incident/person searched.	\$10.00 for up to 24 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40.00 per hour. \$10.00 additional charge for archived retrieval (older than 4 years).	\$20.00 for 25 to 49 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40.00 per hour. \$10.00 additional charge for archived retrieval (older than 4 years).	\$50 for 50 to 100 pages. Includes research/redaction and retrieval time up to 30 minutes. Any extra time is at \$40 per hour. \$10 additional charge for archived retrieval (older than 4 years).	Copy fee of .25¢ per page applies after first 4 pages.
Washington County	N/A	\$22.00 for up to 10 pages, \$2.00 for each additional 10 pages for each report (case number).			
Deschutes County	\$10.00 for each incident/person searched.	\$20.00 for up to 8 pages, \$1.00 each page thereafter for each report (case number).	Professional File Search/Redaction fee, \$29.00 per hour.	Legal Counsel Review, \$150 per hour, (1/4 hour minimum).	
Linn County	\$5.00 for each incident/person searched.	\$8.00 for up to 4 pages, \$1.00 each page thereafter for each report (case number).			
Lincoln County	\$15.00 per name/address.	\$15.00 for reports 2003 or newer. \$25.00 for archived reports 2002 or older.	.25¢ per page.		
Douglas County	\$25 per processing hour, billed in 15 minute increments.	\$8.00 for up to 6 pages, .25¢ each page thereafter for each report (case number).			
Umatilla County	N/A	\$10.00 per report if case number is provided.	\$15.00 per report if search needs to be done.	\$20.00 per report if incident is before 2008.	\$30.00 per hour if research takes over 1 hour.
Josephine County	\$5.00 per name or address	\$10.00 for up to 20 pages. .25¢ each page thereafter for each report (case number).	Requests requiring more than 1 hour to process will be charged at the rate of \$32.00 per hour.	\$10.00 for copy of traffic citation.	\$10.00 for copy of DMV crash report.

B.D. 20-86  
Exhibit "A"