



"Excellence in Service"

Yamhill County Sheriff's Office

Sheriff Sam Elliott

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MEMORANDUM

DATE: May 22, 2025
TO: Board of Commissioners
FROM: Sam Elliott, Sheriff 
RE: Sheriff's Office Fee Schedule

The current Sheriff's Office Fee Schedule was adopted in March 2022 as BO22-82. As part of the annual budget process, in addition to operational decisions related to impounded vehicles, the Sheriff's Office has conducted a review of permissible charges and fees and determined that we have been undercharging for a number of processes.

In an effort to better align the fees charged with the true cost of providing the service, we are requesting approval of the following changes to the Sheriff's Office Fee Schedule.

UPDATED FEES:

Public Records Requests (ORS 192.324)

Non-Refundable Search Fee, Per Person/Location/Incident <i>Includes up to 20 pages and 30 minutes of research/redaction processing time</i>	\$20.00
Reports over 20 pages or requiring more than 30 minutes research/redaction processing time will be assessed at current rate of assigned staff (<i>one hour minimum</i>)	\$20.00 + Estimated
Photos or Videos on CD/DVD/USB/Digital	\$20.00

General Administrative Fees

Returned Check or Stop Payment Fees (ORS 30.701(5))	\$35.00
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Tow/Impound Release (ORS 809.720)

Impounded Vehicle Administrative Fee	\$125.00
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Real and Personal Property Seizures and Sales (ORS 18.920, 18.930, 21.300, 194.400)

Real and Personal Property Sales, Initial Deposit	\$1,000
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NEW PERMISSIBLE FEES:

**Public Records Requests
(ORS 192.324)**

Criminal History/Background Search (<i>Yamhill County Sheriff's Office Records Only</i>)	\$15.00
Visa/Adoption/Good Conduct Letters	\$15.00
Certified True Copy Fee, Per Document	\$5.00
Additional Copier Charges, Per Page	\$0.25

General Administrative Fees

Mailed Documents First Class <i>Current USPS Rate + 1 Ounce + \$.25 For Mail Supplies</i>	Estimated
Notarization of Court Process-Related Documents	\$10.00
Copier Charges, Per Page (<i>not related to Civil Process</i>)	\$0.25

OLCC Background Review for Special Event

Review of Managers for Special Events Serving Alcohol <i>Maximum of 3 Managers per Application</i>	\$15.00
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**Civil Actions, Suits, and Proceedings Fees
(ORS 21.300)**

Copies, Per Document <i>(Process, Order, Notice or Other Instrument in Writing, when necessary to complete the service)</i>	\$4.00
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**Real and Personal Property Seizures and Sales
(ORS 18.920, 18.930, 21.300, 194.400)**

Copies, Per Document <i>(Process, Order, Notice or Other Instrument in Writing, when necessary to complete the service)</i>	\$4.00
Folio Fees, Per 100 Words, Minimum	\$4.00

Effective with this Fee Schedule, while we have traditionally absorbed the credit/debit processing fee, we will implement the practice of charging a 3% processing fee for all Credit and Debit cards, as do the Tax Assessor and County Clerk's offices.

The attached *2025 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 June 1, 2025.

SJE:emw

enc: 2025 Yamhill County Sheriff's Office Fee Schedule
2025-05-20 Proposal for Fee Adjustments from Support Services Manager Heidt

cc: Ken Huffer, County Administrator
Justin Hogue, Deputy County Administrator
Mike Barnhart, Finance Director



Yamhill County Sheriff's Office

Sheriff Sam Elliott

SHERIFF'S OFFICE FEE SCHEDULE

Credit and Debit cards accepted with additional 3% processing fee

"Excellence in Service"

Public Records Requests (ORS 192.324)

Non-Refundable Search Fee, Per Person/Location/Incident <i>Includes up to 20 pages and 30 minutes of research/redaction processing time</i>	\$20.00
Reports over 20 pages or requiring more than 30 minutes research/redaction processing time will be assessed at current rate of assigned staff <i>(one hour minimum)</i>	\$20.00 + Estimated
Criminal History/Background Search <i>(Yamhill County Sheriff's Office Records Only)</i>	\$15.00
Visa/Adoption/Good Conduct Letters	\$15.00
Staff Research, Redaction, Retrieval of Customized Computer Reports will be assessed at current rate of assigned staff <i>(one hour minimum)</i>	Estimated
Photos or Videos on CD/DVD/USB/Digital	\$20.00
Videos Requiring Redaction will be assessed at current rate of assigned staff <i>(one hour minimum)</i>	Estimated
Certified True Copy Fee, Per Document	\$5.00
Additional Copier Charges, Per Page	\$0.25

General Fingerprinting Services

For OSP Background Check <i>(unit cost)</i>	\$15.00
For Processing and Printing – 2 Cards	\$25.00
For Each Additional Card	\$5.00

General Administrative Fees

Returned Check or Stop Payment Fees <i>(ORS 30.701(5))</i>	\$35.00
Mailed Documents First Class <i>Current USPS Rate + 1 Ounce + \$.25 For Mail Supplies</i>	Estimated
Mailed Return Receipt Request <i>Current USPS Rate + \$.25 Mail Supplies</i>	Estimated
Notarization of Court Process-Related Documents	\$10.00
Copier Charges, Per Page <i>(not related to Civil Process)</i>	\$0.25

Concealed Handgun Licenses (ORS 166.291)

New Concealed Handgun License	\$110.00
Renewal Concealed Handgun License	\$75.00
Transfer Renewable Concealed Handgun License	\$90.00
Transfer Valid Concealed Handgun License	\$30.00
Address Change/Replace Lost CHL Card	\$15.00

B.O. 25-138

EFFECTIVE 06/01/2025

B.O. 25-_____

**Tow/Impound Release
(ORS 809.720)**

Impounded Vehicle Administrative Fee	\$125.00
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OLCC Background Review for Special Event

Review of Managers for Special Events Serving Alcohol <i>Maximum of 3 Managers per Application</i>	\$15.00
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**Civil Actions, Suits, and Proceedings Fees
(ORS 21.300)**

1-2 People, Same Address	\$50.00
1-2 People, Multiple Addresses, Per Attempt	\$50.00
3+ Per Person, Same Address (\$28.00/Per)	\$84.00
3+ Per Person, Per Attempt (\$28.00/Per) Additional Addresses	\$84.00
4+ Per Person, Per Attempt (\$28.00/Per)	\$112.00
5+ Per Person, Per Attempt (\$28.00/Per)	\$140.00
Writ of Garnishment Delivery (ORS 182.652)	\$25.00
Service of a Notice of Restitution <i>(For 1- 2 Tenants)</i>	\$50.00
Service of a Notice of Restitution <i>(For 3+ Tenants, \$28.00 Each)</i>	\$84.00
Basic Enforcement, Writ of Execution, Minimum	\$89.00
1-2 People, Enforcement for Forcible Entry and Detainer (FED) Writ of Execution (\$50.00 + \$89.00)	\$139.00
3+ People, Enforcement for Forcible Entry and Detainer (FED) Writ of Execution (\$84.00 + \$89.00)	\$173.00
4+ People, Enforcement for Forcible Entry and Detainer (FED) Writ of Execution (\$112.00 + \$89.00)	\$201.00
5+ People, Enforcement for Forcible entry and Detainer (FED) Writ of Execution (\$140.00 + \$89.00)	\$229.00
Standby Fees <i>(In anticipation of securing custody of property, the expense of securing each keeper or custodian, and the expense of inventory. The fee is determined by the current contract rate schedule, including regular and overtime hours, in 30-minute increments)</i>	Estimated
Copies, Per Document <i>(Process, Order, Notice or Other Instrument in Writing, when necessary to complete the service)</i>	\$4.00
Travel Services, Additional Fee, for Excess of 75 Miles Round Trip	\$50.00

**Real and Personal Property Seizures and Sales
(ORS 18.920, 18.930, 21.300, 194.400)**

Real and Personal Property Sales, Initial Deposit	\$1,000
Standby Fees <i>(In anticipation of securing custody of property, the expense of securing each keeper or custodian, and the expense of inventory. The fee is determined by the current contract rate schedule, including regular and overtime hours, in 30-minute increments)</i>	Estimated
Mailing Charges for Sheriff's Deed <i>Current USPS Rate + \$.25 Mail Supplies</i>	Estimated

Conveyance of Real Property Sold (Sheriff's Deed) <i>(Fee includes \$10 Notary Fee)</i>	\$66.00
Enforcement for all Writs, Minimum	\$89.00
Publication Fees for Sales, Posted in Three Public Places Within the County <i>(\$50.00 each x 3)</i>	\$150.00
Publication Fees for Sales on OSSA Website, Up To Three Pictures <i>(Published notices consistent with state law requirements at current rate, and post in OSSA site at current rate)</i>	\$330.00
Travel Services in Excess of 75 Miles Round Trip, Additional Fee	\$50.00
Bill/Certificate of Sale (\$15.00 + \$10.00 Notary Fee) <i>(Additional Certified Mail or USPS fee estimates could apply)</i>	\$25.00
Storage and/or Towing Fees, To Be Charged at Current Vendor Rates	Estimated
Copies, Per Document <i>(Process, Order, Notice or Other Instrument in Writing, when necessary to complete the service)</i>	\$4.00
Redemption, Including Mailing Charges, Folio, and Time	\$56.00
Folio Fees, Per 100 Words, Minimum	\$4.00



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MEMORANDUM

DATE: May 20, 2025
TO: Todd Whitlow, Enforcement Captain
FROM: Nicole Heidt, Support Services Manager
RE: Proposed Fee Schedule Update

Upon the directive to reinstate the release process for impounded vehicles under ORS 809.720 I reviewed our established administrative fee. Effective March 15th, 2020, this fee was set at \$75.00. ORS allows a law enforcement agency to recover its actual administrative costs for the impoundment. I assessed the amount of time, supplies and certified mailings and determined the actual cost is \$125.00. I solicited fee schedules from other agencies and found this fee is in line with the industry standard.

Upon reviewing fee schedules across our state, it was glaringly apparent other fees were in need of updating as the last review by our Board of Commissioners was in September of 2021. My assessment coincided with the OSSA conference last week and through conversing with my colleagues I discovered there are many fees we do not collect, some likely by preference, others likely because we didn't know we should be. All fees are either set by law or calculated by the actual cost of the service allowed by law. I also found that our fee schedule is very vague and not easily comprehended, not just by our citizens but by our staff as well. This is especially true for Civil Process causing confusion and miscalculations. For example, we have been charging for certified mailings but not first class, we have not been charging for folios, or document copies allowed for Sheriff's Sales and have been absorbing these costs. Additionally, I have increased the deposit amount for these sales to \$1000. We currently are covering most of these costs until we bill the petitioner a week before the actual sale. This increase won't eliminate the final billing but ensures we're using their money to pay for publications and processing instead of fronting the costs from our budget.

On the attached proposed fee schedule, I have used green highlight for any current fee that I'm recommending an increase and yellow highlight for any fee we have not been collecting. I added the returned check fee to our schedule so it's clearly communicated. I highlighted it in red because I think Yamhill County may only be charging \$25, I listed \$35 which is set by ORS 30.701(5).

Every other fee is set by statute, I am recommending this detailed format to provide clarity and transparency.

Respectfully submitted.

Approved by the Yamhill County Board of
Commissioners on 05/29/2025
via Board Order 25-138