

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS  
Staff Presentation Worksheet

Presentation Date: May 10, 2011

Time: 1:30 pm

Presentation Title: CCSO Fees

Department: CCSO

Presenters: Capt. Kevin Poppen, CCSO

POLICY QUESTION

1. Should the County increase certain Public Safety Training Center fees?
2. Should the County implement a \$5 administrative fee to cover the cost of online payment processing for concealed handgun licensing applications?
3. Should the County implement a \$35 administrative fee to cover the cost of processing Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) applications?

ISSUE & BACKGROUND

1. PSTC Fees: For discussion on the Public Safety Training Center (PSTC) fees, please see the attached memo from Mike Palmer, PSTC Business Manager.
2. Concealed Handgun License Fee: The Clackamas County Sheriff's Office is in the process of allowing customers to apply and pay for their concealed handgun license and fingerprinting online. This process will allow concealed handgun license applicants to pay the state regulated \$50 licensing fee along with the Oregon State Police \$15 fingerprinting fee, governed by ORS 166.291, all through an online process. The Clackamas County Sheriff's Office, by using this process, will not be required to process checks or credit cards at the Sheriff's Office, Public Safety Training Center location unless the person does not want to process their application online.

For these online transaction services, US Bank charges a fee of 2.3% for each transaction and a monthly fee of \$35.

By charging a \$5 administrative fee, the Sheriff's Office is attempting to recover only a portion of the actual cost of processing the online applications for concealed handgun licensing.

3. BATFE Fee: The Clackamas County Sheriff's Office currently processes BATFE applications for residents of the County who choose to own and/or manufacture a firearm and/or certain firearm components that require registration with the BATFE.

The BATFE application requires the Sheriff to certify that he has no information indicating that the applicant will use the firearm and/or component for anything other than lawful purposes and the applicant will not be in violation of State and/or local law by possessing such firearm and/or component. In order to certify this information, the Sheriff conducts a thorough background check on the applicant at an approximate cost of 15 minutes of staff time. This amounts to approximately \$15 per application, but could be substantially more if concerns regarding suitability of the applicant arise in the background check.

Currently, the CCSO does not charge a fee for this service, however, other regional agencies do. By charging a \$35 administrative fee, the Sheriff's Office is attempting to recover the costs associated with processing the BATFE applications and conducting a background check.

### OPTIONS AVAILABLE

1. PSTC Fees: Adopt the recommended fee increases for the PSTC or leave the fees as they currently exist.
2. Concealed Handgun License Fee: Adopt a \$5 administrative fee for online applications for concealed handgun licenses or do not adopt such a fee and absorb the extra costs associated with online applications.
3. BAFTE Fee: Adopt a \$35 administrative fee for processing BATFE applications or do not adopt such a fee and absorb the costs associated with processing the applications and conducting a background check.

### RECOMMENDATIONS

Staff respectfully recommends adoption of the Clackamas County Sheriff's Office fee changes as described herein.

### SUBMITTED BY:

Capt. Kevin Poppen  
CCSO Services Division

Division Director/Head Approval \_\_\_\_\_  
Department Director/Head Approval \_\_\_\_\_  
County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Capt. Kevin Poppen at 503-655-8218.
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