

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** 04/26/2023

**Approx. Start Time:** 11:30am

**Approx.Length:**20 minutes

**Presentation Title:** Proposed Changes to Clackamas County Sheriff's Office Fees and

Fines **Department:** Clackamas County Sheriff's Office

**Presenters:** Nancy Artmann, Sheriff's Office Finance Manager

**Other Invitees:** None

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

- Staff requests a change in CCSO fees and fines.

### EXECUTIVE SUMMARY:

The fees proposed above are necessary to ensure that CCSO's Records management program and Public Safety Training Center (PSTC) are fully recovering the costs required for operation. CCSO has compared the proposed rates with other jurisdictions throughout the region, and these fines/fees are in alignment with, or slightly below the average that is charged by other agencies in the region.

It has been over 5 years since these fees were updated, an increase is appropriate at this time to ensure full cost recovery of the Records and PSTC programs.

- Removal of Community Service Fees, which can no longer be charged in accordance with ORS State Statute (Code §1.01.090).
- Approval to update the fee name from Public Records Request to Police Reports.
- Approval of fines and fees increases related to Public Records Requests. Increasing the cost of all reports from \$10.00 & \$0.20 per page after 10 pages to \$15.00 per report & \$0.25 per page after 30 pages. Maintain current language that when more than nominal staff time is necessary to research, review, redact, copy or compile records: the actual cost of staff time, calculated at the hourly rate of the employee(s) who performs the work.
- Approval to include body worn camera request with Vehicle Video records fees, which shall charge \$50.00 per request, and \$35.00 per hour for each hour after the first hour. This fee is consistent with the Jail Video Footage Fee.
- Approval of a new fee for Name History Report or Address/History Report for \$15.00 per record.
- Approval of an updated fee for photographs, which shall increase the cost from \$10.00 to \$15.00 to be paid at the time of request, plus any additional cost.
- Approval of an updated fee for Visa Letters, Passport Letters, Adoption Letters, and background letters from \$5.00 to an updated fee of \$15.00
- Approval of a new fee for Radar Certificates which shall be \$10.00 per request.
- Approval of a new fee for the CCSO Policy and Procedure Manual \$50.00 per request
- Approval of a new fee for Officer Notes, new fee shall be \$10.00 per request.
- Removal of a range fee with ammunition totaling \$50/hour
- Updated range fee without ammunition from \$75.00/hour to \$85.00/hour.

### FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget?      YES,       NO

What is the cost? There is no additional cost to Clackamas County Sheriff's Office, these are fee increases that will offset operating costs for the Records and PSTC programs.

What is the funding source? Externally collected fines and fees

**STRATEGIC PLAN ALIGNMENT:**

- How does this item align with your Department's Strategic Business Plan goals? Ensure that full cost recovery is implemented for the PSTC and the Records Program.
- How does this item align with the County's Performance Clackamas goals? These changes support the direction of the Board of County Commissioners to seek full cost recovery.

**LEGAL/POLICY REQUIREMENTS:** Not applicable

**PUBLIC/GOVERNMENTAL PARTICIPATION:** The public will have the opportunity to speak to these proposed changes prior to their adoption by the Board of County Commissioners (BCC).

**OPTIONS:**

- (1) Approve recommended fee increases and new fees.
- (2) Rejection of this proposal.

**RECOMMENDATION:**

Option (1) Approval recommended fee increase and newly established fees beginning July 1, 2023.

**ATTACHMENTS:** CCSO Revised Fees and Fines Schedule

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval Jenna Morrison

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Nancy Artmann @ 503-319-4435 (cell phone)
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