

CUMBERLAND COUNTY SHERIFF'S OFFICE

SHERIFF'S ORDER

SUBJECT: Fee Structure for Jail and LEC

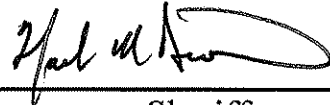
NUMBER:

EFFECTIVE DATE: February 19, 2008

REVIEW DATE:

AMENDS/SUPERSEDES:

APPROVED:



Sheriff

I. POLICY

A fee structure for the Jail and LEC.

II. PURPOSE

To establish guidelines for a fee structure that covers F.O.A.A. requests, fingerprinting, same day service of Civil paperwork and Pre-employment Polygraphs for outside agencies.

III. PROCEDURE

REQUESTS FOR COPIES OF REPORTS OR ALTERNATIVE MEDIA FORMS

A. Paper FOAA Request: 1-7 pages is \$12.00, for each additional page \$1.00.

B. Routine Accident Report: \$12.00.

C. Reconstruction Accident Report: Follows the same formula for written copies and/or photos.

D. Color Photos printed on paper: \$2.00 each.

E. Non-Paper requests (VHS, DVD, CD, Audiotapes, etc.): \$25.00 for each media form request.

NOTE: Pre-payment must accompany request(s), unless other satisfactory arrangements have been made with the records clerk.

CIVIL DIVISION SAME DAY SERVICE

A. Same Day Service: \$25.00.

NOTE: All other fees are governed by statute or the IRS. Pre-payment must accompany request(s), unless other satisfactory arrangements are made with the administrative civil deputy.

PRE-EMPLOYMENT POLYGRAPHS

A. This service is offered to outside Law Enforcement Agencies who can request the services of the County Paleographer (if available) or a copy of a polygraph that has already been done (with a written release).

B. Fees: \$175.00 per exam or copy of exam.

NOTE: The Executive Assistant will forward the appropriate information to the Fiscal Officer in order that an Invoice can be sent to the authority requesting the service.

FINGERPRINTING

A. The Sheriff's Office offers fingerprinting for legitimate requests, usually done by the Jail Lobby Deputy.

B. Fees: \$15.00 per card and \$5.00 for each additional card.

NOTE: The Sheriff's Office will continue to offer free of charge, fingerprinting for Adoptions, Child Find or other fingerprinting that Administrative Staff approves the waiver of the fingerprinting fees.

This Order goes into effect, Thursday, March 13, 2008.