

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

**RESOLUTION NO. 2013-015**

Establishing Fees and Charges for Chapter 15, Sheriff, of the Multnomah County Code and Repealing Resolution No. 2012-081.

**The Board of County Commissioners Finds:**

- a. Chapter 15, Sheriff, of the Multnomah County Code provides that the Board shall establish certain fees and charges by resolution.
- b. On June 28, 2012, by Resolution No. 2012-081, the Board established fees and charges for MCC Chapter 15, Sheriff.
- c. The Board wishes to update certain Civil Process fees to comply with ORS 21.300.
- d. All other fees and charges established by Resolution No. 2012-081 remain the same.

**The Multnomah County Board Of Commissioners Resolves:**

- 1. The fees and charges for Chapter 15, Sheriff, of the Multnomah County Code are set as follows:

**Section 15.002. Fees of Multnomah County Sheriff's Office:**

For services provided by the Sheriff and not specified in this Resolution, including inmate services, the Sheriff may charge fees sufficient to cover the actual cost of such services.

Checks returned to MCSO for Non-Sufficient Funds (applies to all subsections) \$35

Subsection	Fee
(A) <b>Record copy request</b> —may include agency reports, accident reports, law enforcement reports, law enforcement deputy file/notebook entries, administrative documents (e.g. memoranda, special orders, etc.) booking records, visitors cards, etc.	\$15
Additional Pages	\$2 per page
(2) If the record is on file, the fee charged under section (A) includes a copy of a document five or fewer pages in length.	
(3) The fee charged under section (A) is not refundable, even though the record requested is not on file or otherwise cannot be located.	
(4) The sheriff will not charge the fee as provided in section (A) to an alleged victim of a crime listed on a law enforcement record	

<b>Subsection</b>		<b>Fee</b>
(B)	<b>Archive Record Request</b>	\$20 per hour of search time
(C)	<b>Standard File Search</b>	\$35 per search
(D)	<b>Custom File Search:</b> Actual costs for programming and computer usage time.	\$35 per hour of search time
(E)	<b>Administrative Procedures Manual Publications</b>	\$50 per subscription
(F)	<b>Filing letter of subrogation</b>	\$10
(G)	<b>Imaging Reproduction</b>	
	(1) Photograph reprinting, per incident/accident:	
	First 4x5 print	\$25
	Each additional print	\$1.00
	Other sizes	\$25 per request plus actual cost
	(2) Audio or Video Reproduction	\$50
	(3) Mug Shot Reproduction	\$10
(H)	<b>Vehicle Towing:</b>	
	(1) Tow charge reimbursement:	Cost of Tow
	(2) Administrative fee for processing each towed vehicle release authorization form	\$50
(I)	<b>Explosives permit approval</b>	\$25
(J)	<b>Firearms licenses</b>	(see ORS 166.291(5))
	(1) Concealed handgun license - new:	\$65
	(2) Concealed handgun license-duplicate or change of address	\$15
	(3) Concealed handgun license-renewal:	\$50
	(4) Safety education course	\$40
	(5) Dealer fee for background check	\$15
	(6) The fee required under subsection (5) above shall be the obligation of the firearm dealer and shall be charged with respect to requests for background checks received by the sheriff on or after the effective date of Ordinance No. 646. The sheriff shall pursue all appropriate legal remedies upon a failure of a dealer to submit a required fee, but shall not refuse to conduct a background check for that reason. The fee shall be annually reviewed by the sheriff, who shall report to the board on the sufficiency of the fee to cover the costs of conducting the required checks.	

<b>Subsection</b>		<b>Fee</b>	
(K)	<b>Civil Process fees</b>	(see ORS 21.300)	
	<b>Notice Process</b> Summons and complaint with or without attachments, small claims notices, eviction summons and complain, notice of restitution, citation, subpoena, orders to show cause, posting sales notices, etc.	1-2 parties (same address)	\$36
		3 parties (same address)	\$60
		4 parties (same address)	\$80
		5 parties (same address)	\$100
	For more than two parties at an address the fee increases to \$20 per person		
	<b>Writs of Garnishment</b>		\$25
	<b>Writ of Execution in Judgment of Restitution</b> (Please note that "et al" or "All Other Occupants" is a party to be served)		\$70 plus fees outlined under "Notice Process" above
	<b>Enforcement Actions</b> (Property Seizure, or Writs of Assistance, or Writ of Execution for property recovery, or Order of Claim and Delivery)		\$70
	<b>Writs of Execution for Property Sale:</b> Real Property Personal Property		\$245 \$125
<b>Conveyance of Real Property</b> (Sheriff's deed)		\$30	
<b>Protective Orders, Orders of Assistance</b> (restraining orders, stalking orders, child recovery)		No Charge	
<b>Folio Fee</b> (per document)		\$3	

**Section 15.105. Application for License (towing services).**

Towing - application fee: \$45

**Section 15.106. Proof of Insurance Required**

Personal injury/one person \$100,000  
 Personal injury/one accident or incident \$300,000  
 Property damage \$100,000  
 Cargo \$ 7,500

**Section 15.110. Denial or Revocation of License.**

Towing—reapplication fee \$ 35

**Section 15.111. Renewal of License.**

Renewal fee per towing vehicle: \$ 45

**Section 15.112. Notification of Change of Circumstances.**

Towing—inspection fee \$ 25

**Section 15.201. Applications. (Wrecker)** \$ 15

**Section 15.306. Secondhand Dealer Permit Fees:**

Occasional: \$ 25  
 Occasional—renewal: \$ 25  
 All others: \$150  
 All others—renewal: \$ 75  
 Temporary Free

**Section 15.401. Liquor license fees (ORS 471.166(8)):**

Original application: \$100  
 Change in ownership/location/privilege: \$ 75  
 Renewal \$ 35

**Section 15.703. Alarm permit and other fees:**

Subsection		Fee	
		Residential	Commercial
(A)	Annual Permit fee*	\$25	\$75
(B)	Fee for new permits applied for or issued between:		
	January 1 and June 30	\$25	\$75
	July 1 and September 30	\$19	\$56
	October 1 and December 31	\$13	\$38
	* Annual renewal billing will commence each February, and renewal payment is due no later than March 31		
(C)	Reduced Fee	\$10	NA
(D)	Dispatch without permit	\$100	\$150
(E)	Late fee for failure to obtain permit within 30 days of system becoming operative, or delinquency in renewing permit	\$25	\$50

**Section 15.704. Excessive false alarms, fees:**

Subsection		Fee	
		Residential	Commercial
(A)	1st false alarm	\$0	\$0
	2nd false alarm	\$75	\$150
	3rd false alarm	\$100	\$200
	4th false alarm	\$200	\$250
	5th and each subsequent false alarm	\$300	\$300
(B)	Late fee (30 days delinquent)	\$25	\$25

**Section 15.705. No Response; Reinstatement Fee:**

Subsection		Fee	
		Residential	Commercial
(A)	Reinstatement fee	\$30	\$30

**Section 15.755. Denial or revocation of license (Adult Entertainment):**

Reinstatement application fee for revoked license: \$ 35

**Section 15.757. license Fees and Renewal (Adult Entertainment):**

Adult bookstore or adult theater annual license fee: \$180

**Section 15.856. Disposition of Vehicle (Off-Road Vehicles):**

Disposition by court \$ 50

2. Resolution No. 2012-081 is repealed, and this Resolution takes effect on February 21, 2013.

ADOPTED this 21st day of February, 2013.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON



Jeff Cogen, Chair

REVIEWED:  
JENNY M. MORF, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By Carlo Calandriello  
Carlo J. Calandriello, Assistant County Attorney

SUBMITTED BY: Daniel Staton, Multnomah County Sheriff.