



SHERIFF

RANDY W. KRUKOW • CLAY COUNTY SHERIFF

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CLAY COUNTY SHERIFF'S PUBLIC RECORD POLICY AND JAIL FEES

6/3/2011

RECORDS REQUEST AND FEES

POLICY: The Sheriff is entitled to charge reasonable fees for the time spent retrieving, examining, supervising and copying records.

PROCEDURE:

1. If a person wishes to only examine records in the immediate possession of the Clay County Sheriff's Office, no charge should be imposed.
2. All charges should be applied uniformly to all persons.
3. Confidential records are not available for examination and copying.
4. Every person has the right to examine and copy records of this office at any time Mon-Fri, between 8:30 am to 3:30 pm. The front reception/civil department office will be used should a suitable place be needed for the person to examine records they requested.
5. Access should be provided promptly. A reasonable amount of time may be taken to determine how to handle the request if you have questions that need to be resolved.
6. A reasonable amount of time should not exceed 10 business days and cannot exceed 20 calendar days.
7. Consult the Sheriff, Chief Deputy or the Deputy Sergeant when in doubt.
8. The County Attorney should be consulted when needed.
9. The Civil Clerk/Office Secretary will process all requests for records.
10. The following guidelines shall apply for fees charged:

Incident/Complaint reports:	\$ 10.00 per report
State Accident Reports:	\$ 10.00 per report
TI & Supplemental Accident Reports:	\$ 10.00 per report
Records retrieval and supervisor time:	\$ 15.00 per hour
Photographs of Investigation/Accident:	\$ 30.00 per DVD/CD
Fingerprints:	\$ 10.00 per person
Sex Offender Registration Fee	\$ 25.00 annually

New Concealed Weapons Permit to Carry:	\$ 50.00
Renewal (New) Weapons Permit to Carry:	\$ 25.00
Permit to Purchase:	\$ 10.00
Laminated Gun Permit Card (for Clay County Gun Permit Holders Only)	\$ 10.00
Sheriff Sale Prepayment Fee:	\$ 50.00
Sheriff Sale Postponement Fee:	\$ 25.00
Overwidth escort charges (2 hour minimum) Deputy (whichever is greater and	\$ 30.00 per hour or overtime rate for mileage at current rate
Drivers License Record:	\$ 11.00 per copy
Mileage Rate (subject to change per Federal Guidelines)	\$.50 per mile
Communications Center Records:	\$.25 per page
Mug Shots:	\$ 5.00 per mug shot
Jail Records:	\$.25 per page
Copy charges	\$.25 per page
Copy Charges per Mail	\$ 1.00 per page-envelope/postage
Fax Charges – in town	\$ 1.00 per page
Fax Charges-out of town	\$ 3.00 1 st page/1.00 each additional

The above are for computerized records only. In the case of supervised records examination or for copying during a supervised records check the charge will be \$15.00 per hour with a \$15.00 minimum charge. (Prearrange hours from 8 am to 3:30 pm)

Room and Board-weekdays	\$ 30.00 per day
Room and Board-weekends/sentence of accommodations	\$ 50.00 per day
Room and Board-out of County inmates	\$ 50.00 per day in advance
Work Release...in County and out of County 25.00+30.00=\$55.00-in County inmate 25.00+50.00=\$75.00-out of County inmate (separate work release and room and board on bill please)	\$ 25.00 per day PLUS Room and Board
Inmates requesting medical attention	\$ 5.00 per request

All Fees are to be prepaid unless arrangements have been made in advance.
Randy W. Krukow, Clay County Sheriff