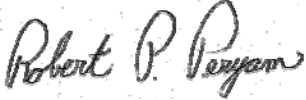


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 52- B		TITLE: Duplication and Research Service Fees
EFFECTIVE DATE: August 19, 2009	NO. PAGES: 2	AMENDED:
REFERENCE:		RESCINDS: Special Order: Duplication and Research Service Fees, 01.09.2007
 Sheriff of Monroe County		

PURPOSE: The purpose of this order is to establish policy and procedures for charging of fees for duplication and research as requested by the public.

POLICY: It is the Sheriff's policy that minimal fees be charged the requesting public for duplication of documents, video/audio recordings and for research requested by the public and that the fees are consistent throughout the agency.

DISCUSSION: Individuals routinely request copies of reports, documents, video/audio recordings, as well as, research to be done on subject matter the Office may have data on. The Sheriff is authorized by Florida State Statute to collect fees for such duplication or research. Such duplication and research incurs additional cost to the Office in material and employees time.

PROCEDURE:

FEE SCHEDULE

An Office wide standardized fee shall be charged for all document or medium duplication as well as research as listed below.

Medium	Fee
Offense Reports / Other Documents	
Up to 10 pages	No charge
10+ pages	\$0.15 @ page above 10 pages
Recordings	
CD, DVD, VHS or Audio tape	\$5.00
Mailing Cost	\$5.00
Film	
Develop not developed	Actual Cost
Duplicate prints	Actual Cost
Mailing	\$5.00
Crime Analysis Report	
Initial Report	\$25.00 (advance for 1st hour)
Additional Hour	\$25.00 @ hour
Report over 25 pages	\$0.15 @ page above 25 pages
Supervisor additional Staff involvement	\$25.00 @ hour
Redaction	
Up to 10 pages	\$0.15 @ page
10+ pages	\$0.30 @ page above 10 pages
Hourly Rate	
Employee Time	First 15 minutes No Charge
	\$13.00 @ hour after 1st 15 minutes

REQUESTS:

- Requests for crime analysis reports shall be made to the Special Operations Division.
- Requests for copies of offense reports shall be made to the Central Records Division.
- Requests for copies of personnel records shall be made to the Human Resources Division.
- Requests for copies of disciplinary records shall be made to the Internal Affairs Division.
- Requests for copies of evidentiary recordings shall be made to the Property Division.

COLLECTION PROCEDURE:

All Fees collected pursuant to this General Order shall be collected in compliance with Chapter 80, Part O, of the General Orders.