


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 052-B		TITLE: Duplication and Research Service Fees
EFFECTIVE DATE: August 19, 2009	NO. PAGES: 2	REVIEWED/REVISED: January 11, 2021
REFERENCE:		RESCINDS:
 Sheriff of Monroe County		

- I. **PURPOSE:** The purpose of this general order is to establish policy and procedures for charging of fees for duplication and research as requested by the public.
- II. **POLICY:** It is the policy of Monroe County Sheriff's Office (MCSO) 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.
- III. **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.
- IV. **PROCEDURE:**
 - A. **Fee Schedule:** An office-wide standardized fee shall be charged for all document or medium duplication as well as research as listed below.

Offense Reports and other paper documents	
Up to 10 pages	No charge
10+ pages	\$0.15 per page above 10 pages
Recordings	
CD, DVD, VHS or audio tape not mailed	\$1.00
Mailing cost	\$5.00
Film	
Develop not developed	Actual cost
Duplicate prints	Actual cost
Mailing cost	\$5.00
Crime Analysis Report	
Initial report	\$25.00 (advance for 1st hour)
Additional hours	\$25.00 per hour
Report over 25 pages	\$0.15 per page above 25 pages
Supervisor additional staff involvement	\$25.00 per hour
Hourly Rate	
Employee time	First 15 minutes no charge
	\$17.00 per hour after first 15 minutes

- B. Collection Procedure:** All fees collected pursuant to this general order shall be collected in compliance with GO Chapter 080.
- C. Special Service Charge:** Special service charges will be assessed per Florida Statute 119.07.