

**MONROE COUNTY SHERIFF'S OFFICE**

**General Order**

<b>CHAPTER:</b> 52- B		<b>TITLE:</b> Duplication and Research Service Fees
<b>EFFECTIVE DATE:</b> August 19, 2009	<b>NO. PAGES:</b> 2	<b>REVIEWED/REVISED:</b> March 2, 2015
<b>REFERENCE:</b>		<b>RESCINDS:</b> Special Order: Duplication and Research Service Fees, 01.09.2007

**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
<b>Offense Reports / Other Paper Documents</b>	
Up to 10 pages	No charge
10+ pages	\$0.15 @ page above 10 pages
<b>Recordings</b>	
CD, DVD, VHS or Audio tape not mailed	\$1.00
Mailing Cost	\$5.00
<b>Film</b>	
Develop not developed	Actual Cost
Duplicate prints	Actual Cost
Mailing	\$5.00
<b>Crime Analysis Report</b>	
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
<b>Hourly Rate</b>	
Employee Time	First 15 minutes No Charge
	\$13.00 @ hour after 1st 15 minutes

**REQUESTS**

Reports such as; Offense, Arrest, Crash and Background record request(s) may be obtained at all substations. Once a record has been disseminated, Central Records must be notified via email.

All other public record request(s) will be forwarded to the Central Records Department.

## **COLLECTION PROCEDURE**

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