

RESOLUTION NO. R-010- 141

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

A RESOLUTION ADOPTING FEE SCHEDULES FOR THE DOUGLAS  
COUNTY SHERIFF'S OFFICE PURSUANT TO SECTION 30-1-104,  
C.R.S. – FEE OF SHERIFF AND SECTION 24-72-306, C.R.S. –  
COPIES, PRINTOUTS OR PHOTOGRAPHS OF CRIMINAL JUSTICE  
RECORDS – FEES AUTHORIZED

**WHEREAS**, the Douglas County Sheriff's Office has requested that the Board of County Commissioners ("Board) adopt a fee schedule in order to collect fees for certain services performed by the Douglas County Sheriff's Office ("Sheriff's Office"); and

**WHEREAS**, pursuant to section 30-1-104, C.R.S., Fees for Sheriff, and 24-72-306, C.R.S., Copies, Printouts, or Photographs of Criminal Justice Records-Fees Authorized, the Sheriff's Office is authorized to collect fees for the performance of certain services; and

**WHEREAS**, the Sheriff's Office is a department of Douglas County; and

**WHEREAS**, the Sheriff's Office has recommended that the Board adopt the fee schedules in the forms attached hereto as Exhibits A, B and C; now, therefore,

**BE IT RESOLVED**, BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO, AS FOLLOWS:

The fee schedules for those services provided by the Sheriff's Office, in the form attached hereto as Exhibits A, B and C, are hereby approved; and

**FURTHER RESOLVED**, That the fee schedules adopted herein shall become effective as of October 1, 2010, and any prior adopted fee schedules for the Douglas County Sheriff's Office are hereby repealed by the adoption of this resolution.

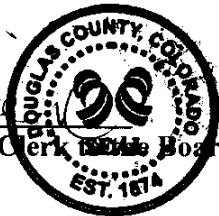
**PASSED AND ADOPTED** This 31 day of Aug., 2010, Castle Rock, Douglas County, Colorado.

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

BY: [Signature]  
STEVEN A. BOAND, Chair

ATTEST:

[Signature]  
MELISSA PELLETIER, Clerk Board



**Exhibit "A"**  
**DOUGLAS COUNTY SHERIFF'S OFFICE**  
**CIVIL FEE SCHEDULE**

- (a) For serving and returning summons or other writ of process in a criminal action not specified in this section, with or without complaint attached, on each party served (maximum): \$ 15.00
- (a.5) For serving and returning a summons or other writ of process in other than a criminal action not specified in this section, with or without complaint attached, on each party served (maximum): \$ 35.00
- (b) For making a return on a summons in a criminal action not served, for each party (maximum): \$ 5.00
- (b.5) For making a return on a summons in other than a criminal action not served, for each party (maximum): \$ 20.00
- (c) For serving and returning each subpoena in a criminal action on each witness (maximum): \$ 7.50
- (c.5) For serving and returning each subpoena in other than a criminal action on each witness (maximum): \$ 40.00
- (d) For making return on a subpoena in a criminal action not served: \$ 5.00
- (d.5) For making return on a subpoena in other than a criminal action not served (maximum): \$ 20.00
- (e) For serving each juror: \$ 10.00
- (f) For serving and returning writ of attachment or replevin on each party: \$ 50.00
- (g) For serving garnishee summons on each party (maximum): \$ 20.00
- (h) Mileage actually and necessarily traveled in serving each writ, subpoena, or other process in a criminal action. \$ 6.00
- (h.5) Mileage for the service of a writ, subpoena or other process in other than a criminal action will be charged at the mileage rate authorized for County officials and employees pursuant to C.R.S. 30-11-107(1)(t), as amended and Douglas County Travel Policy III 6.2, as revised. The Sheriff's Office will post the current rate in a location accessible to the public pursuant to C.R.S. 30-1-108, as amended.

*The Douglas County Sheriff's Office may establish a zone or zip code- based mileage fee structure. The zone or zip code-based mileage fee structure shall establish a single mileage fee for the service of any writ, subpoena or other process in an action, other than a criminal action, in each separate zone or zip code, as applicable, in Douglas County. The applicable single mileage fee shall be charged for all papers served in the zone or zip code regardless of the number of attempts or actual mileage traveled by a Sheriff. The Douglas County Sheriff's Office has established a zone or zip code -based mileage fee structure as set forth in Exhibit "C" and are hereby set by resolution and approved by the Board of County Commissioners. The Sheriff's Office will post Exhibit "C" in a location accessible to the public pursuant to C.R.S. 30-1-108, as amended.*

*Pursuant to C.R.S. 30-1-105.5, as amended, in situations when two or more papers are served on the same person or different persons at the same time and place and in the same action, the Sheriff shall charge the highest individual fee allowable pursuant to C.R.S. 30-1-104, as amended, for the first process and an additional ten dollars (\$10.00) for each subsequent process served. The Sheriff shall charge the single zone or zip code based mileage based fee for the first process.*

- (i) In making demand for payment on executions when payment is not made: \$ 1.00
- (j) For levying execution or writ of attachment, besides actual custodial and transportation costs necessarily incurred: \$ 50.00
- (k) For levying writ of replevin, besides actual custodial and transportation costs necessarily incurred: \$ 50.00
- (l) Not applicable.
- (m) For making and filing for record a certificate of levy on attachment or other cases (maximum): \$ 30.00
- (n) For committing and discharging convicted prisoners to and from the county jail (maximum): \$ 30.00
- (o) For serving writ with aid of posse comitatus with actual expenses necessarily incurred in executing said writ (maximum): \$ 60.00  
For serving same without aid (maximum): \$ 4.00
- (p) For attending before any judge, court not being in session, with prisoners with writ of habeas corpus for each day of twelve hours, or fraction thereof: \$ 12.00
- (q) For attending courts of record when in session, per diem of twelve hours, or fraction thereof, but the attendance upon the county court shall be certified by the judge of said court at the close of each month: \$ 12.00

- (r) For advertising property for sale, besides the actual cost of the advertising (maximum): \$ 30.00
- (s) For making certificates of sale previous to execution of deed, or on sales of personal property (maximum): \$ 30.00  
For each additional certificate of sale on personal property: \$ 5.00
- (t) For executing and acknowledging deed of sale of real estate (maximum): \$ 40.00
- (u) For taking, approving, and returning bond in any case (maximum): \$ 10.00
- (v) For executing capias or warrant in criminal cases, on each prisoner named therein: \$ 2.00
- (w) For transporting insane or other prisoners, besides the actual expenses necessarily incurred, except as provided in section 30-1-104(w) C.R.S. Current rate pursuant to Douglas County Travel Policy III 6.2, as revised, is *50 cents* per mile. *\$0.50 per mile*
- (x) For services in sales of real estate on an execution or decree, order of court, or other court process, besides actual expenses:
  - (i) On all bids under three thousand dollars: \$ 20.00
  - (ii) On all bids over three thousand dollars, but such commission shall not exceed the sum of \$100.00: 1.0%
- (y) For money collected by sale of personal property, except as provided in section 30-1-104(y) C.R.S.:
  - (i) On all sums bid under five hundred dollars: 5.0%
  - (ii) On all sums bid over five hundred dollars, but under one thousand dollars: 6.0%
  - (iii) On all sums bid over one thousand dollars, but such commission shall not exceed the sum of \$100.00: 7.0%
- (z) For money collected or settlements made without sale, after writ of execution, attachment, or replevin has been placed in the Sheriff's hands and levy or demand for payment has been made on the proper party, except as provided in section 30-1-104(z) C.R.S.:
  - (i) On all amounts under five hundred dollars: 3.0%
  - (ii) On all amounts over five hundred dollars, but under one thousand dollars: 2.0%
  - (iii) On all amounts over one thousand dollars, but in no case shall such fee exceed the sum of \$150.00: 1.5%
- (aa) Not applicable.
- (bb) For serving and returning writ of ne exeat or body attachment (maximum): \$ 20.00

(cc) For serving copy of execution when making levy on shares of stock under execution, on each party served (maximum):	\$ 60.00
(dd) For making certificates of levy on shares, or otherwise (maximum):	\$ 30.00
(ee) For making return on execution (maximum):	\$ 40.00
(ff) For executing certificate of redemption (maximum):	\$ 30.00
(gg) For service of any writ of restitution or order of possession of premises, besides actual transportation costs necessarily incurred, except as provided in section 30-1-104(gg) C.R.S. (maximum):	\$ 35.00
If execution of any such writ or order is required, then an additional fee of (maximum):	\$100.00
If execution exceeds two hours in duration, then for each additional hour or fraction thereof:	\$ 40.00
(hh) Civil assist, first hour:	\$ 60.00
Each additional hour, or fraction thereof:	\$ 40.00
(ii) Alias return of service, notary, or civil file review:	\$ 5.00

**Exhibit "B"**  
**DOUGLAS COUNTY SHERIFF'S OFFICE**  
**RECORDS, CRIME LAB, PROPERTY SECTION AND TECHNOLOGY**  
**FEE SCHEDULE**

The following fees have been established to offset the actual costs for releasing records, and photographs, duplicating evidence, and researching requests by all personnel involved. Fees shall be posted at the public assistance counter located at the Douglas County Sheriff's Office.

Item	Cost	
<i>Copies of Report (Incident/Offense/Accident)</i>	<i>First 10 pages</i>	<i>\$ 10.00</i>
	<i>Each additional page</i>	<i>\$ 0.50</i>
<i>Notary (Not Public – Sheriff's Office Documents Only)</i>		<i>\$ 5.00</i>
Sex Offender List	Cost per copy of list	\$ 1.00
Copy of Traffic Ticket	Front and back only (not including any attachments)	\$ 5.00
CAD (Computer Aided Dispatch) printout	Per page	\$ 1.00
Field Interview Cards	Each	\$ 1.00
Mug Photo	Each	\$ 2.00
Clerical Research Time for Records Request (Note: The above charge may be assessed in addition to charge for actual item requested)	Per hour	\$ 15.00
Criminal History Letter/Background Check Letter	First copy	\$ 10.00
	2 <sup>nd</sup> copy	No charge
	3 <sup>rd</sup> copy (for notary)	\$ 5.00
Fingerprints	1 to 2 Cards	\$ 10.00
	Each additional card	\$ 3.00
Liquor License Fingerprinting (Note: For Liquor License: Requesting party must also present either certified funds or a check from the establishment requesting the liquor license in the amount of \$38.50 made payable to the Colorado Bureau of Investigation.)	3 cards	\$ 13.00

Item	Cost
Sex Offender Registration	Annual \$ 15.00 Quarterly \$ 2.00
Concealed Weapons Permit (CCW)	Application fee \$100.00 Notary (if needed) \$ 5.00
(Note: For CCW: Requesting party must also present either certified funds or a money order in the amount of \$52.50 made payable to the Colorado Bureau of Investigations.)	
Audio Cassettes/Compact Discs	Each \$ 15.00 Mailing \$ 2.00
Video Cassette/DVD	Each \$ 20.00 Mailing \$ 2.00
DUI/Detentions Audio/Video	Each \$ 30.00
Photographs (price per print)	4x6 \$ 3.00 5x7 \$ 3.00 8x10 \$ 8.00 Mug photo \$ 3.00
<i>Photo to digital (includes CD and processing)</i>	<i>\$ 25.00</i>

**DOUGLAS COUNTY SHERIFF'S OFFICE**

**EXHIBIT "C"**

**Single mileage fee for the service of a writ, subpoena, or other process in other than a criminal action.**

<b>ZIP CODE</b>	<b>FEE</b>
80104	\$6.00
80106	\$10.00
80108	\$6.00
80109	\$6.00
80112	\$13.00
80116	\$10.00
80118	\$9.00
80124	\$9.00
80125	\$10.00
80126	\$11.00
80129	\$12.00
80130	\$11.00
80131	\$8.00
80133	\$9.00
80134	\$10.00
80135	\$13.00
80138	\$14.00