

DOUGLAS COUNTY SHERIFF'S OFFICE		General Office Procedures
Administration		GOP-A-805
Fee Schedules		
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References:	Reevaluation Date: Annually	Standards:

## FEE SCHEDULES BY DIVISION

### Detentions

- Inmate Housing Fee (see individual agreements).....Varies
- Booking Fee .....\$30.00
- Bond Fee (per bond) .....\$10.00
- Dental Co-pay.....\$5.00
- Medical Co-pay.....\$5.00
- DNA Testing Fee (convicted individuals only).....\$4.45
- Notary Fee.....\$5.00
- Pay-to-Stay Fee (per day) .....\$80.00
- Photocopying .....\$1.00 for first 5 pages; \$0.25 for each additional page
- Power of Attorney Form .....\$1.00
- Property Destruction .....Varies Depending Upon Item Destroyed
- Records Request.....See Records Schedule B
- Returned Check Fee.....\$20.00
- Work Release Fees.....**See Schedule D**

### Administration

- Explosives Permit (Buckley Powder is exempt from permit fees – Contact Bomb Team for details)
  - 2 Fingerprint Cards .....\$10.00
  - 1 Hour Background / Research Time.....\$15.00
- VIN Verifications
  - Off-Site .....\$30.00
  - On-Site (at Justice Center or Highlands Ranch Substation) .....**\$20.00**

**Civil ..... See Schedule A**

### Records, Criminal Justice Records Act (CJRA), Concealed Handgun

**Permits (CHP), Investigations, and Technology ..... See Schedule B**

**Radio Service Fees ..... See Schedule C**

*NOTE: All fees and any modifications are presented to the Board of County Commissioners for official approval in accordance with C.R.S. 30-1-104 Fees for Sheriff, C.R.S. 18-1.3-106(4) Work Release Fees, and C.R.S. 24-72-306 Copies, Printouts or Photographs of Criminal Justice Records-Fees Authorized.*

**Schedule A**  
**DCSO 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:	\$ 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:	\$ 35.00
(b) For making a return on a summons in a criminal action not served, for each party:	\$ 5.00
(b.5) For making a return on a summons in other than a criminal action not served, for each party:	\$ 20.00
(c) For serving and returning each subpoena in a criminal action on each witness:	\$ 7.50
(c.5) For serving and returning each subpoena in other than a criminal action on each witness:	\$ 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:	\$ 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:	\$ 20.00
(h) Mileage for each mile actually and necessarily traveled in serving each writ, subpoena, or other process in a criminal action.	\$ 6.00

Note: All non-criminal serves are \$10.00 each for not found returned (NFR). Including 2nd and subsequent serves same address same case number.

- (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:  | \$ 30.00 |
| (n) | For committing and discharging convicted prisoners to and from the jail:  | \$ 30.00 |
| (o) | For serving writ with aid of posse comitatus with actual expenses necessarily incurred in executing said writ:  | \$ 60.00 |
|     | For serving same without aid:   | \$ 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:  | \$ 30.00 |

(s)	For making certificates of sale previous to execution of deed, or on sales of personal property:	\$ 30.00
	For each additional certificate of sale on personal property:	\$ 5.00
(t)	For executing and acknowledging deed of sale of real estate:	\$ 40.00
(u)	For taking, approving, and returning bond in any case:	\$ 10.00
(v)	For executing capias or warrant in criminal cases, on each prisoner named:	\$ 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.	\$ .50/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:	\$ 20.00
(cc)	For serving copy of execution when making levy on shares of stock under execution, on each party served:	\$ 60.00

(dd) For making certificates of levy on shares, or otherwise:	\$ 30.00
(ee) For making return on execution:	\$ 40.00
(ff) For executing certificate of redemption:	\$ 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.:	\$ 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

**Schedule A1**  
**DCSO CIVIL FEE SCHEDULE MILEAGE BY ZIP CODE**

<u>ZIP CODE</u>	<u>TOWN</u>	<u>FEE</u>
80104	CASTLE ROCK	\$ 6.00
80108	CASTLE ROCK	\$ 6.00
80109	CASTLE ROCK	\$ 6.00
80106	ELBERT	\$10.00
80112	ENGLEWOOD	\$13.00
80116	FRANKTOWN	\$10.00
80118	LARKSPUR	\$ 9.00
80124	LONE TREE	\$ 9.00
80125	LITTLETON	\$10.00
80120	LITTLETON	\$10.00
80131	LOUVIERS	\$ 8.00
80126	HIGHLANDS RANCH	\$11.00
80129	HIGHLANDS RANCH	\$12.00
80130	HIGHLANDS RANCH	\$11.00
80133	PALMER LAKE	\$ 9.00
80134	PARKER	\$10.00
80138	PARKER	\$14.00
80016	AURORA	\$14.00
80135	SEDALIA	\$13.00
80863	WOODLAND PARK	\$13.00

**Schedule B**  
**DCSO RECORDS, CRIMINAL JUSTICE RECORDS ACT (CJRA),**  
**CONCEALED HANDGUN PERMITS (CHP), INVESTIGATIONS, 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
Copies of Report (Incident / Offense / Accident) Fee for personnel cost, equipment cost, research, retrieval and redaction. Includes up to 10 pages of copies	\$ 10.00
Each additional page	\$ 0.25
Sex Offender List	Free
Copy of Traffic Ticket (includes fee for personnel cost, equipment cost, research, retrieval and redaction)	Front and back only (does not include any attachments)
	\$ 5.00
CAD (Computer Aided Dispatch) Printout	Per page
	\$ 1.00
Field Interview Cards	Each
	\$ 1.00
Mug Photo	Each
	\$ 2.00
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
Sex Offender Registration	Annual
	\$ 25.00
	Quarterly
	\$ 5.00
Concealed Handgun Permit (CHP)	Application fee
	\$152.50
	Notary (if needed)
	\$ 5.00
	Renewal
	\$ 63.00
The combined fee of \$152.50 or \$63.00 includes the CBI processing fee of \$52.50 or \$13.00 respectively	
<b><i>Concealed Handgun Instructor Registration (New and Renewals)</i></b>	<b><i>No charge</i></b>

Solicitor's Permit (fee is per permit whether individual or company)		\$ 15.00
DUI / Detentions Audio / Video	Each	\$ 30.00
Photographs (price per print)	4x6	\$ 3.00
	5x7	\$ 3.00
	8x10	\$ 8.00
	Mug photo	\$ 3.00
Photo to digital (includes CD and processing)		\$ 25.00
Criminal Justice Records Act (CJRA) Fees.....	<b>See Schedule B1</b>	



**Schedule B1**  
**DCSO CJRA 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. All research fees and/or redaction fees will be estimated and collected before the research or redaction starts. If the citizen refuses to pay in advance, the records/videos/audio documents/discs will not be provided.

Item	Cost
Fee for research, retrieval of reports and audio/video, redaction and preparation of records for release	<b><i>\$41.37 per hour</i></b>
Cost of printing report	\$ 0.25 per page
Cost of printing color copies	\$ 1.00 per page
Cost of electronic copy on CD	\$ 0.25 per disc
Cost of electronic copy on DVD	\$ 0.25 per disc
Cost of electronic copy on Blu-ray	\$ 1.25 per disc
Cost of Flash Drive	\$ 5.00-15.00 each
Cost of External Hard Drive	\$ 100.00 each
Cost of mailing envelope for CD, DVD or Blu-ray	\$2.25/envelope
Cost of mailing of CD, DVD, and Blu-ray	\$ 2.00 per disc

**Schedule C**  
**DCSO RADIO SERVICE FEE SCHEDULE**

Item	Cost
Initial radio setup and turn on. This includes building the radio code plug, radio system ID management, initial programming of the radio, initial alignment of the radio, building the system level radio and user alias files, alias maintenance for the life of the device, and labor cost for minor repairs for the first year.	\$325.00
Cost per ID for radios programmed by another agency that require a Douglas County radio ID. This cost covers the radio system ID management, building the system level radio and user alias files, and alias maintenance for the life of the radio.	\$ 35.00
Cost per radio for reprogramming and realignment if the reprogramming is not system driven. This rate also applies to the labor cost for minor repairs of the radio such as basic troubleshooting, knobs, switches, seals, displays, and reprogramming due to corrupt code plugs. The cost of the parts and materials used to make the repairs will be billed in addition to the labor charge. This does not include Motorola service shop, depot, or board level repairs.	\$ 35.00
Any other services for technical advisement or systems repairs in lieu of maintenance contracts will be billed at the rate of \$90 per hour. Time is billed from the time of response and trip completion, not the time of onsite arrival and departure.	
Returned Check Fee	\$ 20.00

*These rates do not apply to partner agencies where resources, equipment and technician time is shared.*

*The Douglas County Sheriff's Office reserves the right to waive these fees as it sees fit.*

**Schedule D**  
**WORK RELEASE FEES**

<b>Hourly Wage</b>	<b>Daily Fee*</b>	<b>Weekly Fee**</b>
\$ 10.00 - \$ 10.99	\$ 25.00	\$ 175.00
\$ 11.00 - \$ 11.99	\$ 28.00	\$ 196.00
\$ 12.00 - \$ 12.99	\$ 30.00	\$ 210.00
\$ 13.00 - \$ 13.99	\$ 33.00	\$ 231.00
\$ 14.00 - \$ 14.99	\$ 35.00	\$ 245.00
\$ 15.00 - \$ 15.99	\$ 38.00	\$ 266.00
\$ 16.00 - \$ 16.99	\$ 40.00	\$ 280.00
\$ 17.00 - \$ 17.99	\$ 43.00	\$ 301.00
\$ 18.00 - \$ 18.99	\$ 45.00	\$ 315.00
\$ 19.00 - \$ 19.99	\$ 48.00	\$ 336.00
\$ 20.00 - \$ 20.99	\$ 50.00	\$ 350.00
\$ 21.00 - \$ 21.99	\$ 53.00	\$ 371.00
\$ 22.00 - \$ 22.99	\$ 55.00	\$ 385.00
\$ 23.00 - \$ 23.99	\$ 58.00	\$ 406.00
\$ 24.00 - \$ 24.99	\$ 60.00	\$ 420.00
\$ 25.00 - \$ 25.99	\$ 63.00	\$ 441.00
\$ 26.00 - \$ 26.99	\$ 65.00	\$ 455.00
\$ 27.00 - \$ 27.99	\$ 68.00	\$ 476.00
\$ 28.00 - \$ 28.99	\$ 70.00	\$ 490.00
\$ 29.00 - \$ 29.99	\$ 73.00	\$ 511.00
\$ 30.00 - \$ 30.99	\$ 75.00	\$ 525.00
\$ 31.00 - \$ 31.99	\$ 78.00	\$ 546.00
\$ 32.00 - \$ 32.99	\$ 80.00	\$ 560.00
\$ 33.00 - \$ 33.99	\$ 83.00	\$ 581.00
\$ 34.00 - \$ 34.99	\$ 85.00	\$ 595.00
\$ 35.00 - \$ 35.99	\$ 88.00	\$ 616.00

Over \$35.99 = daily rate of 2.5% of hourly wage rounded to nearest dollar

Out of County	\$ 55.00	\$ 385.00
Out of State	\$ 80.00	\$ 560.00

*\*Based upon 2.5 times the lowest hourly wage in the range rounded to the nearest whole dollar*

*\*\*Based upon seven days per week to offset the cost of housing (bedding, clothing, meals, consumables, etc.), emergency healthcare, GPS monitoring, and oversight of program participants. For participants working less than 40 hours per week, the fees will be prorated as appropriate.*