

## **ANALYSIS OF FY 20-21 USER FEES**

This is a summary of all user fees established by Ordinance of the Board of Supervisors and collected by the Sheriff's Office. Fees that are fixed by statute, such as civil process fees, are not included. The following summary provides a description of the methodology used to determine the charges for new fees or fee changes and outlines the basis for calculating the proposed fees.

Statutory authority normally provides for recovery of the following costs:

- Direct material costs (as applicable).
- Direct labor costs.
- Department indirect costs (costs incurred by the Sheriff's Office to support the direct labor service, such as accounting, purchasing, payroll, personnel, reception, records, etc.)
- County indirect costs (Title 2CFR, Part 200 cost allocations).

Recommended fees over \$100 have been rounded down to the nearest dollar; fees between \$20 and \$99.99 have been rounded down to the nearest \$0.25, and fees below \$19.99 down to the nearest \$0.10. The only exceptions to these rounding methods are rates for security services, explosive ordnance disposal (EOD) services, vehicle rates, morgue use rates, rates for response to unabated disturbances, and telecommunications fees. The Sheriff's Office proposes the following fees during FY 20-21:

### **CARRYING CONCEALED WEAPONS (CCW) PERMIT**

Penal Code Section 26190 establishes limits on the fees that the local licensing authority (Sheriff's Office) may charge for a concealed weapon permit.

Government Code 54985 further states a county board of supervisors has the authority to increase the fee or charge, that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied. Effective, July 1, 2019, Ordinance 6271 set a new permit fee at \$311, license renewal at \$82.25, and amendment to the permit at \$82.25. The fee recommended for FY 20-21 is based on a review in FY 18-19 of the time involved in providing the services. A time study commenced in FY 19-20, and is anticipated to be completed prior to FY 20-21. Fees will be updated according to the findings of the time study.

The following summarizes the activities performed and the associated costs:

The Sheriff's Office contracts with an outside vendor to capture applicants' data and collect applicable fees. The cost for this service is \$3.00 per application and is charged to the Sheriff's Office. This cost is added to the fee to recover the direct cost associated with providing the service.

If psychological testing on the initial application is required, the license applicant shall be referred to a licensed psychologist used by the County for the psychological testing of its own employees. The applicant may be charged for the actual cost of testing in an amount not to exceed \$150.

While a Sheriff's Captain approves new applications, the Investigations Lieutenant processes application renewals and amendments.

## CCW Permit/New - Procedure

Community Services Officer (CSO)

15 minutes

Fingerprint applicant.

Secretary

90 minutes

Receives completed application and examines for completeness prior to submission to Sonoma County Sheriff's Office (SCSO). If application is not within SCSO jurisdiction, requests a refund for monies received. For accepted applications, processes application fee, accepts and sorts check for Department of Justice (DOJ), submits yellow copy of CCW and mail check to DOJ, conducts online check, prints any relevant information, compile folder for Investigation Lieutenant, makes copies, process required billing to DOJ.

Upon final decision: When a permit is *approved* and three letters of recommendations, and training certificates are received, prepare approval letter and print CCW permit, coordinate permit pick up, meet with applicant to witness signature, collect fingerprint, and collect any outstanding fees. If a permit is *denied*, prepare letter to notify applicant and request a refund of final payment (if applicant made a payment).

Investigation Lieutenant

45 minutes

Reviews and evaluates the application, interviews applicant in-person or by phone, final review of applicants live scan response, reference letters (3), and training certificates, makes contact with applicants' references if needed, and makes decision to final approve or deny permit.

Captain

15 minutes

Signs off on application based on lieutenant's recommendation.

## CCW Permit/New – Cost Table

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Proposed Rate
3397	CSO II	0.25	63.98	5.53	0.52	17.51
0023	Secretary	1.50	59.80	10.12	2.86	109.17
4114	Lieutenant	0.75	162.40	27.48	7.78	148.25
4120	Captain	0.25	184.08	31.15	8.82	56.01
						330.96
				Application fee		3.00
					Total	333.96
The following indirect costs are applied to the hourly rate:						
	CSO II	Administration			8.65%	
	CSO II	County 2CFR (A-87) Admin			0.82%	
	All other personnel	Administration / CIB			9.03%	
	All other personnel	Law Enforcement Admin. / CIB			7.89%	
	All other personnel	County 2CFR (A-87) LE			4.79%	
		<b>Recommended Fee - CCW Permit/New</b>				<b>\$333.00</b>

## CCW Permit/Renewal - Procedure

### Secretary

30 minutes

Receives completed application and examines for completeness prior to submission to Sonoma County Sheriff's Office (SCSO), conducts online check, prints relevant information, compiles folder for Investigations Lieutenant, make copies, and sorts permit to bill DOJ.

### Investigations Lieutenant

15 minutes

Reviews, evaluates, and approves or denies the request.

## CCW Permit/Amended - Procedure

### Secretary

30 minutes

Receives the request for amendment, contacts the holder as needed for additional information, prepares the request for amendment (change), prepares amended permit, forwards documents to the Investigations Lieutenant, contacts holder for pick-up, make copies, and sorts permit to bill DOJ.

### Investigations Lieutenant

15 minutes

Reviews documents for completeness and accuracy and returns to the Secretary.

## CCW Permit Renewal/Amended – Cost Table

			Hourly	Department	County	Proposed
	Job Class	Hours	Rate	Indirect	Indirect	Rate
0023	Secretary	0.50	59.80	10.12	2.86	36.39
4114	Lieutenant	0.25	162.40	27.48	7.78	49.42
						85.81
					Application fee	3.00
					Total	88.81
The following indirect costs are applied to the hourly rate:						
			Administration / CIB		9.03%	
			Law Enforcement Admin. / CIB		7.89%	
			County 2CFR (A-87) LE		4.79%	
	<b>Recommended Fee - CCW Permit Renewal/Amended</b>					<b>\$88.75</b>

## BOOKING PHOTO AND INFORMATION

The Sheriff's Office receives requests from defense attorneys and licensed bail agents to provide duplicate booking information and booking photos for their clients who have had bench warrants issued or for whom bail forfeiture has been ordered. Fees for defense attorneys are established in order to recover the direct costs of duplication. In addition, Penal Code 11105.6 allows the Sheriff's Office to charge a fee to licensed bail agents or bail bondsmen equal to the cost of providing the information.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee for providing booking photos and information at \$12.20 for defense attorneys and \$11.20 for licensed bail agents. The following summarizes the activities performed and the associated costs:

### Defense Attorney Fee - Procedure

Legal Staff Supervisor

10 minutes

Reviews the request to determine what is required, locates file, logs in request, makes copies to release, documents in log that request has been completed, receives payment/writes receipt, and forwards payment for deposit in the Treasury.

### Defense Attorney - Cost Table

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
0052	Legal Staff Supvrsr.		0.17	69.54	6.02	0.57	12.94
			Paper and copy machine usage per page				0.03
					Total Cost to County		12.97
The following indirect costs are applied to the hourly rate:							
			Administration			8.65%	
			County 2CFR (A-87) Admin			0.82%	
		Recommended Fee - Defense Attorney					\$12.90

### Licensed Bail Agent Fee - Procedure

Community Services Officer (CSO)

10 minutes

Reviews the request to determine what is required, verifies bail bondsmen's credentials, locates file, logs in request, makes copies to release, documents in log that request has been completed, receives payment/writes receipt, forwards payment for deposit in the Treasury.

### Licensed Bail Agent - Cost Table

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
3397	CSO II		0.17	63.98	5.53	0.52	11.91
			Paper and copy machine usage per page				0.03
					Total Cost to County		11.94
The following indirect costs are applied to the hourly rate:							
			Administration			8.65%	
			County 2CFR (A-87) Admin			0.82%	
	Recommended Fee - Licensed Bail Agent						\$11.90

## Chronology Report (CAD) - Procedure

The process for copying CAD chronology reports released to attorneys is similar to the process described for copying crime reports. However, additional time/cost activities detailed below are needed. The proposed fee for FY 20-21 is calculated as follows:

### Senior Legal Processor

25 minutes

Reviews the request to determine what is required, verifies the case number, logs it in, forwards to Dispatch, prepares invoice, and writes receipt. Once CAD is uploaded to Evidence.com, searches system for uploaded CAD, views report to verify correct report requested, certifies report, logs it out, and delivers copy to the requesting party.

### Supervising Dispatcher

10 minutes

Locates file, validates case, and uploads report to Evidence.com.

## Chronology Report (CAD) – Cost Table

				Hourly	Department	County	Total
		Job Class	Hours	Rate	Indirect	Indirect	Rate
	0050	Senior Legal Processor	0.42	60.50	5.23	0.50	27.82
	1696	Supervising Dispatcher	0.17	93.88	15.88	4.50	19.42
							47.24
				Paper and copy machine usage per page			0.03
						Total Cost	47.27
The following indirect costs are applied to the hourly rate:							
		Senior Legal Processor	Administration			8.65%	
		Senior Legal Processor	County 2CFR (A-87) Admin			0.82%	
		Supervising Dispatcher	Administration / CIB			9.03%	
		Supervising Dispatcher	Law Enforcement Admin. / CIB			7.89%	
		Supervising Dispatcher	County 2CFR (A-87) LE			4.79%	
		<b>Recommended Fee - Chronology (CAD) Report</b>					<b>\$47.25</b>

## CORONER REPORT

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee for copying Coroner reports at a flat rate of \$12.20 per report. In order to ensure that this fee continues to cover only the costs of processing the request, the proposed fee reflects the FY 20-21 salary and benefit rates for the staff involved. The following summarizes the process and associated costs:

### Coroner Report - Procedure

#### Legal Staff Supervisor

10 minutes

Reviews the request to determine what is required, verifies the case number, locates file, reviews report to determine if the document can be released, determines which pages are to be copied, makes copies, and prepares document for transmittal, prepares invoices, and write receipt.

The fee be based upon the following (considered to be the minimum time/cost for performance of the activities detailed above for the shortest of reports, 1 page):

### Coroner Report – Cost Table

			Hourly	Department	County	Total
	Job Class	Hours	Rate	Indirect	Indirect	Rate
0052	Legal Staff Supvsr	0.17	69.54	6.02	0.57	12.94
		Paper and copy machine usage per page				0.03
					Total Cost	12.97
The following indirect costs are applied to the hourly rate:						
		Administration			8.65%	
		County 2CFR (A-87) Admin			0.82%	
		<b>Recommended Fee - Coroner Report</b>				<b>\$12.90</b>

### CRIME PHOTO, AUDIO, VIDEO, AND DATA DUPLICATION

Duplication of crime photos, audio, video, and data may be provided to the public upon request. The Central Information Bureau has the primary role in responding to the requests and the Crime Scene Investigation Unit (CSI) handles the actual duplication of items. In cases occurring after November 2018, some digital evidence is reproduced without the assistance of the Crime Scene Investigations Unit or a Community Services Officer. A Senior Legal Processor may handle the entire process. Digital camera photos are produced in-house; others are sent to an outside photo lab for processing. Video, audio, and data are duplicated using equipment available within the Investigations Bureau. As in the past, individuals requesting audio, video, and data duplication are required to provide a new blank DVD(s) or SATA hard drive to be used for making the copy, as determined by the Sheriff's Office. The Sheriff's Office recommends that the fees be established in order to recover the direct costs of duplication.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee for copies of crime photos at \$49.00 (Original prior to Nov 2018) and \$14.20 (Original after Nov 2018) in FY 19-20, plus actual vendor charges for reprints. The recommended fee reflects FY 20-21 salary and benefit rates for the staff involved. The following summarizes the activities performed and the associated costs:

#### **Crime Photo, Audio, Video, and Data Duplication (Hard copy booked into the Property/Evidence Unit) - Procedure**

Senior Legal Processor (SLP)

10 minutes

Verifies availability of items, confirms item numbers, logs request, prepares invoice, and writes receipt.

Community Services Officer (CSO)

5 minutes

Retrieves item from Evidence Unit and routes item to CSI.

Deputy Detective

15 minutes

Unseals item, burns (writes data) and labels disc, reseals item, returns original to Evidence Unit and delivers copy to the SLP.

**Crime Photo, Audio, Video, and Data Duplication** (Hard copy booked into the Property/Evidence Unit) – **Cost Table**

			Hourly	Department	County	Total
	Job Class	Hours	Rate	Indirect	Indirect	Rate
0050	Senior Legal Processor	0.17	60.50	5.23	0.50	11.26
3397	CSO II	0.08	63.98	5.53	0.52	5.60
4081	Deputy Detective	0.25	123.16	20.84	5.90	37.48
						54.34
The following indirect costs are applied to the hourly rate:						
	SLP/CSO II	Administration			8.65%	
	SLP/CSO II	County 2CFR (A-87) Admin			0.82%	
	Deputy Detective	Administration / CIB			9.03%	
	Deputy Detective	Law Enforcement Admin. / CIB			7.89%	
	Deputy Detective	County 2CFR (A-87) LE			4.79%	
<b>Recommended Fee - Crime Photo, Audio, Video, Data (per item number)</b>						<b>\$54.25</b>
<b>plus reprint charge as applicable</b>						

**CRIME REPORT/CALL FOR SERVICE REPORT/CHRONOLOGY REPORT(Netviewer)**

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee for copying crime reports at a flat rate of \$12.20 per report. The fee charged is based upon the minimum time/cost for discovery process activities detailed below. The proposed fee for FY 20-21 is calculated as follows:

**Crime Report, Call for Service Report, and Chronology Report (Netviewer) - Procedure**

Legal Staff Supervisor

10 minutes

Reviews the request to determine what is required, verifies the case number, locates file, reviews report to determine if the document can be released, determines which pages are to be copied, makes copies, and prepares document for transmittal, prepares invoices, and write receipt.

The fee is based upon the following (considered to be the minimum time/cost for performance of the activities detailed above for the shortest of reports, 1 page)

**Crime Report, Call for Service Report, and Chronology Report (Netviewer) - Cost Table**

					Hourly	Department	County	Total
		Job Class		Hours	Rate	Indirect	Indirect	Rate
	0052	Legal Staff Supvsr		0.17	69.54	6.02	0.57	12.94
				Paper and copy machine usage per page				0.03
							Total	12.97
The following indirect costs are applied to the hourly rate:								
				Administration			8.65%	
				County 2CFR (A-87) Admin			0.82%	
Recommended Fee -Crime Report, Call for Service Report, Chronology Report								\$12.90

**DIGITALLY STORED EVIDENCE** *(previously titled Body Worn Camera Video)*

Since May 2015, the Sheriff's Office has accepted requests to provide digitally stored evidence such as body worn camera video footage, photos, audio and video recordings of interviews, etc. A fee per deputy per case number is charged for the Sheriff's Office to receive the request, locate the digital evidence files to ensure it is what is being requested and releasable, then deliver copies of digital evidence files. A fee increase is recommended for FY 20-21 based on salary and benefit rates for staff involved. The following summarizes the activities performed and associated costs:

**Digitally Stored Evidence - Procedure**Senior Legal Processor

17 minutes

Receives request for digital evidence, creates an invoice and sends to the requester, receives payment and processes receipt, locates file(s) by using a variety of search options, reviews footage description to ensure it is what is being requested and releasable, creates invoice and sends to requesting party, logs the request, receives payment and media from requester, and then delivers evidence to requesting party.

**Digitally Stored Evidence - Cost Table**

				Hourly	Department	County	Total
	Job Class		Hours	Rate	Indirect	Indirect	Rate
0050	Sr Legal Processor		0.28	60.50	5.23	0.50	18.54
The following indirect costs are applied to the hourly rate:							
			Administration			8.65%	
			County 2CFR (A-87) Admin			0.82%	
Recommended Fee - Digitally Stored Evidence (per deputy per case number)							\$18.50

**DISPATCH RECORDING**

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the minimum fee for copying dispatch recordings at \$65.25. In November 2018, the Sheriff's Office began using a cloud-based digital evidence management system



that allows staff to manage, review, and share digital evidence. The minimum fee will be collected at the time a request is received and any additional charge will be required to be paid prior to sharing the link.

The recommended FY 20-21 increased based on additional time/cost activities and salary and benefit rates for staff involved in providing the services. The following summarizes the activities performed and the associated costs:

The following summarizes the activities performed and the associated costs:

### **Dispatch Recording - Procedure**

#### Senior Legal Processor

25 minutes

Reviews the request to determine what is required, verifies the case number, logs it in, forwards to Dispatch, prepares invoice, and writes receipt. Once recordings are uploaded, searches system for uploaded recordings, listens to recordings to verify they match the request, logs out, and delivers copy to requesting party.

#### Supervising Dispatcher

30 minutes

Identifies requirements, locates information, reviews information, and uploads to Evidence.com.

### **Dispatch Recording – Cost Table**

				Hourly	Department	County	Total	
		Job Class		Hours	Rate	Indirect	Indirect	Rate
	0050	Senior Legal Processor		0.42	60.50	5.23	0.50	27.82
	1696	Supervising Dispatcher		0.50	93.88	15.88	4.50	57.13
							Total Cost	84.95
The following indirect costs are applied to the hourly rate:								
		Sr Legal Processor		Administration			8.65%	
		Sr Legal Processor		County 2CFR (A-87) Admin			0.82%	
		Supervising Dispatcher		Administration / CIB			9.03%	
		Supervising Dispatcher		Law Enforcement Admin. / CIB			7.89%	
		Supervising Dispatcher		County 2CFR (A-87) LE			4.79%	
		Recommended Fee - Dispatch Recording						\$84.75
		Additional time will be charged at \$100.00 per hour (prorated)						

### **Hard Drive Duplication**

Occasionally, the Sheriff's Office receives requests to duplicate hard drives and remove media that have been seized as evidence. In these cases, individuals requesting hard drive duplication are required to provide a new blank SATA hard drive to be used for making the copy, as determined by the Sheriff's Office.

The process for hard drive duplication is similar to the process described for duplicating crime photos, audio, video, and data. However, additional time/cost activities detailed below are needed. The proposed fee for FY 20-21 is calculated as follows:

## Hard Drive Duplication - Procedure

Legal Staff Supervisor (LSS)

10 minutes

Verifies availability of item, confirms item number, logs request, prepares invoice, and writes receipt.

Community Services Officer (CSO)

5 minutes

Retrieves item from Evidence Unit and routes item to CSI.

Deputy Detective

120 minutes

Unseals item, duplicates data, labels hard drive, reseals item, and returns to Evidence Unit.

## Hard Drive Duplication – Cost Table

				Hourly	Department	County	Total
	Job Class		Hours	Rate	Indirect	Indirect	Rate
0052	Legal Staff Supvrsr		0.17	69.54	6.02	0.57	12.94
3397	CSO II		0.08	63.98	5.53	0.52	5.60
4081	Deputy Detective		2.0	123.16	20.84	5.90	299.80
							318.34
The following indirect costs are applied to the hourly rate:							
	LSS/CSO II		Administration			8.65%	
	LSS/CSO II		County 2CFR (A-87) Admin			0.82%	
	Deputy Detective		Administration / CIB			9.03%	
	Deputy Detective		Law Enforcement Admin. / CIB			7.89%	
	Deputy Detective		County 2CFR (A-87) LE			4.79%	
	<b>Recommended Fee - Hard Drive Duplication</b>						<b>\$318.00</b>

## PHOTO LINE-UP COLOR COPY

The Sheriff's Office receives numerous color Photo Line-Up requests. The fee charged is based upon the minimum time/cost for activities detailed below and is charged on a per job request. All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the Photo Line-Up Color fee at \$17.50. The recommended fee reflects FY 20-21 salary and benefit rates for the staff involved. The following summarizes the activities performed and the associated costs:

## Photo Line-Up Color copy – Procedure

Legal Staff Supervisor (LSS)

10 minutes

Reviews the request, verifies availability of item booked into evidence, confirms item number, logs request, prepares invoice, writes receipt, and forwards request to CSO.

Community Services Officer (CSO)

5 minutes

Retrieves item from Evidence Unit, scans and prints the line-up, and returns to storage location.

### Photo Line-Up Color Copy – Cost Table

				Hourly	Department	County	Total
	Job Class		Hours	Rate	Indirect	Indirect	Rate
	0052	Legal Staff Supvsr.	0.17	69.54	6.02	0.57	12.94
	3397	CSO II	0.08	63.98	5.53	0.52	5.60
							18.54
The following indirect costs are applied to the hourly rate:							
				Administration		8.65%	
				County 2CFR (A-87) Admin		0.82%	
				<b>Recommended Fee - Photo Line-Up Color Copy</b>			<b>\$18.50</b>

### TEN PRINT CARD REPORT

The Sheriff's Office occasionally receives requests for Ten Print Card Reports. Upon such requests a detective accesses the Cogent Automated Fingerprint Identification System (AFIS) and produces Ten Print Card Report. The fee charged is based upon the minimum time/cost for activities detailed below and is charged on a per job request. All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the Ten Print Card Report fee at \$73.25. The recommended fee reflects the FY 20-21 salary and benefit rates for the staff involved. The following summarizes the activities performed and the associated costs:

#### Ten Print Card Report – Procedure

##### Deputy Detective

30 minutes

Reviews the request to determine what is required, locates file in AFIS, reviews report to determine if the document can be released, determines which pages are to be copied, makes copies, reviews obtains authorization to release and prepares document for transmittal.

##### Community Services Officer (CSO)

5 minutes

Receives payment/writes receipt and forwards payment for deposit in the Treasury.

#### Ten Print Card Report – Cost Table

				Hourly	Department	County	Total
	Job Class		Hours	Rate	Indirect	Indirect	Rate
4081	Deputy Detective		0.50	123.16	20.84	5.90	74.95
3397	CSO II		0.08	63.98	5.53	0.52	5.60
							80.55
	Deputy Detective		Administration / CIB			9.03%	
	Deputy Detective		Law Enforcement Admin. / CIB			7.89%	
	Deputy Detective		County 2CFR (A-87) LE			4.79%	
	CSO II		Administration			8.65%	
	CSO II		County 2CFR (A-87) Admin			0.82%	
The following indirect costs are applied to the hourly rate:							
	Recommended Fee - Ten Print Card Report						\$80.50

## FINGERPRINTING

Per California Penal Code § 13300 (e), “a local agency taking fingerprints of a person who is an applicant for licensing, employment, or certification may charge a fee to cover the cost of taking the fingerprints and processing the required documents.” All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee for taking fingerprints at \$22.25. The following summarizes the activities performed and the associated costs:

### Fingerprinting - Procedure

Community Services Officer (CSO)

20 minutes

Takes fingerprints, cleans up, processes paperwork/logs, receives payment, prepares receipt and forwards payment for deposit in the Treasury.

### Fingerprinting – Cost Table

					Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Amount
3397	CSO II		0.33	63.98	5.53	0.52	23.11
					Clean-up Materials, etc.		0.50
					Total Cost to County		23.61
The following indirect costs are applied to the hourly rate:							
			Administration			8.65%	
			County 2CFR (A-87) Admin			0.82%	
			<b>Recommended Fee - Fingerprinting</b>				<b>\$23.50</b>

## FIREARM SEIZURE, STORAGE, AND RELEASE

California Penal Code § 33880 allows the County to adopt an ordinance imposing a charge equal to its administrative costs relating to the seizure, impounding, storage, or release of a firearm. The charge shall only be imposed on the person claiming title to the firearm and shall be collected only from the person claiming title to the firearm. The fee shall not exceed the actual costs incurred for the expenses directly related to taking possession of a firearm, storing the firearm, and surrendering possession of the firearm to the owner.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established a fee of \$126.00 to recover the actual costs of firearm seizure, storage, and release. This fee has been adjusted to ensure that the fee continues to recover the Sheriff's costs associated with providing this service. The proposed fee is calculated as follows:

### Firearm Seizure, Storage and Release - Procedure

Deputy II Intermediate

30 minutes

Confiscates the firearm during an incident, performs a California Law Enforcement Telecommunications System (CLETS) inquiry to see if stolen, documents in the related crime report the reason the firearm was seized, enters firearm information in the evidence tracking system, and packages the firearm for the Property/Evidence Unit.

Community Services Officer (CSO)

60 minutes

Removes firearm from the locker and examines for safety (unloaded), verifies information in the evidence tracking system, assigns storage location and stores the weapon. Enters the firearm data into RMS/CLETS System. Prior to firearm release, verifies case has been adjudicated, requests authorization for release from deputy/detective, sends letter to owner, once the owner has complied with DOJ's gun release mandates, calls owner and schedules appointment for release of firearm, verifies ID and paperwork, releases firearm. Cancels CLETS entry, updates data in Evidence Tracking system.

**Firearm Seizure, Storage, and Release - Cost Table**

			Hourly	Department	County	Total
	Job Class	Hours	Rate	Indirect	Indirect	Rate
4081	Deputy II Int	0.5	113.88	19.27	5.45	69.30
3397	CSO II	1.00	63.98	5.53	0.52	70.03
						139.33
The following indirect costs are applied to the hourly rate:						
	Deputy II Int	Administration / CIB			9.03%	
	Deputy II Int	Law Enforcement Admin. / CIB			7.89%	
	Deputy II Int	County 2CFR (A-87) LE			4.79%	
	CSO II	Administration			8.65%	
	CSO II	County 2CFR (A-87) Admin			0.82%	
	<b>Recommended Fee - Firearm Seizure, Storage &amp; Release</b>					<b>\$139.00</b>

**Firearm Seizure, Storage, and Release/Additional Firearm**

It takes less time to release additional firearms associated with an incident when multiple firearms are involved. Verification of adjudication, authorization release requests, and owner contact for appointments, and ID verification have been taken into consideration by the Community Services Officer with the initial firearm release. In addition, the deputies' time has been taken into consideration with the initial incident. There is no CLETS inquiry, crime report write-up or entry into the evidence tracking system. Those activities are not associated with the release of additional firearms that have been stored, therefore, the cost of releasing additional firearms is reduced accordingly.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established a fee of \$49.50 to recover the actual costs of firearm seizure, storage, and the release of additional firearms. This fee has been adjusted to ensure that the fee continues to recover the Sheriff's costs associated with providing this service. The proposed fee is calculated as follows:

**Firearm Seizure, Storage, and Release/Additional Firearm - Procedure**Community Services Officer (CSO)

45 minutes

Removes firearm from the locker and examines for safety (unloaded), verifies information in the evidence tracking system. Enters the firearm release data into RMS/CLETS System, updates data in Evidence Tracking system, and releases firearm.

#### **Firearm Seizure, Storage, and Release/Additional Firearm - Cost Table**

			Hourly	Department	County	Total
	Job Class	Hours	Rate	Indirect	Indirect	Rate
3397	CSO II	0.75	63.98	5.53	0.52	52.52
The following indirect costs are applied to the hourly rate:						
		Administration			8.65%	
		County 2CFR (A-87) Admin			0.82%	
<b>Recommended Fee - Firearm Seizure, Storage &amp; Release/Additional Firearm</b>						<b>\$52.50</b>

#### **PROTECTIVE ORDER FIREARM SEIZURE, STORAGE, AND RELEASE**

Family Code Section 6389(e) permits a local law enforcement agency to charge a fee for the actual cost for storage of any firearm relinquished pursuant to Family Code Section 6389. Protective orders issued pursuant to this section prohibit a person subject to the protective order from owning or possessing a firearm while the order is in effect. The respondent to the order must sell the weapon or surrender it to the local law enforcement agency. Family Code Section 6389(e) provides for charging the actual cost for storage, which is defined as “expenses directly related to taking possession of a firearm, storing the firearm, and surrendering possession of the firearm.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established a fee of \$126.00 to recover the actual costs of protective order firearm seizure, storage, and release. This fee has been adjusted to ensure that the fee continues to recover the Sheriff’s costs associated with providing this service. The proposed fee is calculated as follows:

#### **Protective Order Firearm Seizure, Storage, and Release - Procedure**

##### Deputy II

30 minutes

Individuals surrender the firearms to a deputy who performs a California Law Enforcement Telecommunications System (CLETS) inquiry to see if stolen, documents in the related information report the reason the firearm was surrendered, enters firearm information in the evidence tracking system, and packages the firearm for the Property/Evidence Unit.

##### Community Services Officer (CSO)

60 minutes

Removes firearm from the locker and examines safely, verifies information in the evidence tracking system, assigns storage location and stores the weapon. Enters the firearm data into RMS/CLETS System. Prior to firearm release, verifies case has been adjudicated, requests authorization for release from deputy/detective, and sends letter to owner. Once the owner has complied with DOJ's gun release mandates, calls owner and schedules appointment for release of firearm, verifies ID and

paperwork, and releases firearm. Cancels CLETS entry, and updates data in Evidence Tracking system.

#### **Protective Order Firearm Seizure, Storage, and Release - Cost Table**

				Hourly	Department	County	Total
	Job Class		Hours	Rate	Indirect	Indirect	Rate
4081	Deputy II Int		0.5	113.88	19.27	5.45	69.30
3397	CSO II		1.00	63.98	5.53	0.52	70.03
							139.33
The following indirect costs are applied to the hourly rate:							
	Deputy II Int		Administration / CIB			9.03%	
	Deputy II Int		Law Enforcement Admin. / CIB			7.89%	
	Deputy II Int		County 2CFR (A-87) LE			4.79%	
	CSO II		Administration			8.65%	
	CSO II		County 2CFR (A-87) Admin			0.82%	
Recommended Fee - Protective Order Firearm Seizure, Storage & Release							\$139.00

#### **Protective Order Firearm Seizure, Storage, and Release/Additional Firearms**

It takes less time for the releasing of additional firearms associated with a protective order incident when multiple firearms are involved. Verification of protective order release requests, and owner contact for appointments, and ID verification have been taken into consideration by the Community Services Officer with the initial firearm release. In addition, the deputies' time has been taken into consideration with the initial incident. There is no CLETS inquiry, crime report write-up or entry into the evidence tracking system. Those activities are not associated with the release of additional firearms that have been stored, therefore, the cost of releasing additional firearms is reduced accordingly.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established a fee of \$49.50 to recover the actual costs of protective order firearm seizure, storage, and the release of additional firearms.

#### **Protective Order Firearm Seizure, Storage, and Release/Additional Firearms - Procedure**

##### Community Services Officer (CSO)

45 minutes

Removes firearm from the locker and examines for safety (unloaded), verifies information in the evidence tracking system. Updates RMS/CLETS System and Evidence Tracking system, collects fees and releases firearm.

#### **Protective Order Firearm Seizure, Storage, and Release/Additional Firearm - Cost Table**

				Hourly	Department	County	Total
		Job Class	Hours	Rate	Indirect	Indirect	Rate
	3397	CSO II	0.75	63.98	5.53	0.52	52.52
The following indirect costs are applied to the hourly rate:							
				Administration		8.65%	
				County 2CFR (A-87) Admin		0.82%	
<b>Fee - Protective Order Firearm Seizure, Storage &amp; Release/Additional Firearm</b>							<b>\$52.50</b>

## GAMING LICENSE

Sonoma County Code §§ 4-14 to 4-29 established gaming regulations and designated the Sheriff as the licensing authority for gaming businesses. All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2011 ordinance 5932 established the annual gaming license fee at \$600 per gaming table. **No change is proposed to the current fee of \$600.00.**

## CARD DEALER PERMIT

The Code sections noted above also require the Sheriff to issue card dealer permits. All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the permit fee at \$275.00 for new permits, \$226.00 for renewals, and \$44.00 for replacement permits. In addition to the County's permit fee, the applicant is required to pay a State fingerprint fee that is currently set at \$32.00.

The recommended fee for FY 20-21 has been adjusted to ensure that the fee continues to recover the Sheriff's costs associated with providing this service. The following summarizes the activities performed and the associated costs:

### Card Dealer Permit/New - Procedure

Community Services Officer (CSO) 45 minutes

Receives and reviews application, collects fee and issues receipt, photographs applicant, takes fingerprints, and forwards for verification.

Secretary 60 minutes

Performs County and nationwide records checks, prepares permit, compiles all data, creates file, forwards to sergeant for review, mails approved permit to applicant.

Sergeant Detective 60 minutes

Reviews applicant's file, investigates and approves or denies permit.



### Card Dealer Permit/New – Cost Table

				Hourly	Department	County	
		Job Class		Hours	Rate	Indirect	Total Rate
	3397	CSO II		0.75	63.98	5.53	52.52
	0023	Secretary		1.0	59.80	10.12	72.78
	4095	Sergeant Detective		1.0	141.83	24.00	172.62
						Total	297.92
The following indirect costs are applied to the hourly rate:							
		CSO II		Administration		8.65%	
		CSO II		County 2CFR (A-87) Admin		0.82%	
		Sec/Sgt Detective		Administration / CIB		9.03%	
		Sec/Sgt Detective		Law Enforcement Admin. / CIB		7.89%	
		Sec/Sgt Detective		County 2CFR (A-87) LE		4.79%	
		Recommended Fee - Card Dealer Permit/New					\$297.00
		State Fingerprint Fee of \$32 will also be collected					

### Card Dealer Permit/Renewal - Procedure

The process for permit renewals is similar to new card dealer permits. It takes less time to review applications and compile data for forwarding to a sergeant detective.

### Card Dealer Permit/Renewal – Cost Table

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
3397	CSO II		0.25	63.98	5.53	0.52	17.51
0023	Secretary		0.75	59.80	10.12	2.86	54.59
4095	Sergeant Detective		1.0	141.83	24.00	6.79	172.62
						Total	244.71
The following indirect costs are applied to the hourly rate:							
	CSO II		Administration			8.65%	
	CSO II		County 2CFR (A-87) Admin			0.82%	
	Sec/Sgt Detective		Administration / CIB			9.03%	
	Sec/Sgt Detective		Law Enforcement Admin. / CIB			7.89%	
	Sec/Sgt Detective		County 2CFR (A-87) LE			4.79%	
	Recommended Fee - Card Dealer Permit/Renewal						\$244.00

### Card Dealer Permit/Replacement - Procedure

The following represents the activities involved in the process for issuing replacement card dealer permits and associated costs:

#### Sergeant Detective

10 minutes

Receives and reviews request for issuance of duplicate “Dealer ID Card” permit due to loss or theft. Researches file to determine if the card has been returned to the Sheriff’s Office and to verify that the person reporting the loss/theft is in fact currently licensed.

Community Services Officer (CSO)

15 minutes

Researches database for existing photograph or retakes new photograph for Dealer ID Card. Enters information in database and issues card.

**Card Dealer Permit/Replacement - Cost Table**

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Total Rate
4081	Sergeant Detective	0.17	141.83	24.00	6.79	29.35
3397	CSO II	0.25	63.98	5.53	0.52	17.51
						46.86
				Cost of Card		1.00
					Total	47.86
The following indirect costs are applied to the hourly rate:						
	Sergeant Detective	Administration / CIB			9.03%	
	Sergeant Detective	Law Enforcement Admin. / CIB			7.89%	
	Sergeant Detective	County 2CFR (A-87) LE			4.79%	
	CSO II	Administration			8.65%	
	CSO II	County 2CFR (A-87) Admin			0.82%	
	Recommended Fee - Card Dealer Permit/Replacement					\$47.75

**GUN DEALER LICENSE**

Sonoma County Code §§ 19A-10 and 19A-11 designates the Sheriff as the gun dealers licensing authority. All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee for gun dealer licenses at \$275.00 for new licenses and \$226.00 for renewals. The process associated with issuing gun dealer licenses is the same as described above for card dealer permits, with the added responsibility to verify the applicant's eligibility certificate from the Department of Justice. Accordingly, the fees proposed for issuance of gun dealer licenses in FY 19-20 are the same as those proposed above for card dealer permits:

<b>Gun Dealer License - New</b>	<b>\$297.00</b>	<b>(Plus State/DOJ fees)</b>
<b>Gun Dealer License - Renewal</b>	<b>\$244.00</b>	

**PICTURE ARCADE PERMIT**

In 1984, the Board created a Picture Arcade Commission and adopted regulations governing the operation of picture arcades. The Sheriff is the designated picture arcade licensing authority.

All prior or concurrent fee ordinances will remain in full force until revised. Pursuant to Ordinance 6271 effective July 1, 2019, the current fee for new permits is \$275.00 and \$226.00 for annual renewals. The process for issuing these permits is the same as that for card dealer permits. Accordingly, the fees proposed for picture arcade permits for FY 20-21 are the same as those proposed for card dealer permits:

<b>Picture Arcade Permit - New</b>	<b>\$297.00</b>	<b>(Plus State fingerprint fee)</b>
<b>Picture Arcade Permit - Renewal</b>	<b>\$244.00</b>	

## SECONDHAND DEALER LICENSE

Pursuant to California Business and Professions Code §§ 21641 and 21642, the Sheriff accepts applications and grants licenses permitting licensees to engage in the business of secondhand dealing. The following State fees are collected and sent to the Department of Justice:

Fingerprint fee	\$32	(Each partner in secondhand business)
Initial Application fee	\$300	(As set by DOJ - Each secondhand business)
Renewal fee	\$300	(Every other year)

All prior or concurrent fee ordinances will remain in full force until revised. Pursuant to Ordinance 6271 effective July 1, 2019, the County currently collects and retains \$275.00 for each new license and \$226.00 for renewals to recover processing costs.

The Sheriff's costs for issuing secondhand dealer licenses is the same as the costs described above for card dealer permits. Accordingly, the secondhand dealer license fees proposed for FY 20-21 are the same as those proposed for card dealer permits:

<b>Secondhand Dealer License - New</b>	<b>\$297.00</b>	<b>(Plus State/DOJ fees)</b>
<b>Secondhand Dealer License - Renewal</b>	<b>\$244.00</b>	

## TAXICAB

Sonoma County Code §§ 18-60 to 18-70 established taxicab regulations and designated the Sheriff as the licensing authority for issuing taxicab Vehicle Permits, Driver's Permits, and Certificates of Exemptions in the unincorporated areas of Sonoma County.

The County of Sonoma has adopted regulations governing the operation of taxicabs in the unincorporated areas of the County. The Sheriff is the designated licensing authority for issuing vehicle and driver permits within unincorporated areas of the County. Permits shall be valid for a term of one year from the date of issuance and require annual renewal. In addition, the Sheriff's Office will charge a reduced fee for issuing Certificates of Exemption for taxicabs and /or taxicab drivers who are operating under valid permits or licenses issued by cities if they are similar in nature.

### Driver Permit

Sonoma County Code §§ 18-60 to 18-70 established taxicab regulations and designated the Sheriff as the licensing authority for issuing taxicab driver permits in the unincorporated areas of Sonoma County. Driver permits will be required for all drivers that provide taxi services within the unincorporated areas of the County.

Driver permits require annual renewal. Recommended fees are established based upon the cost of taking the application and issuing the permit. In addition to the County's permit fee, the applicant is required to pay a State fingerprint fee that is currently set at \$32.00.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019 Ordinance 6271 established the annual Driver Permit at \$117.00 per driver, and \$95.75 for annual Driver Permit Renewal. The recommended fee reflects the FY 20-21 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities performed and the associated costs:

**Driver Permit/New - Procedure**Community Services Officer (CSO)

20 minutes

Accepts packet, takes fingerprints and forwards to Secretary.

Secretary

45 minutes

Receives and reviews application for completeness and performs a California Law Enforcement Telecommunications System (CLETS) inquiry for criminal history, forwards for review process, and collects fees and issues permit.

Investigations Lieutenant

15 minutes

Reviews applicant's file, investigates and approves or denies permit.

**Driver Permit/New - Cost Table**

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
3397	CSO II		0.33	63.98	5.53	0.52	23.11
0023	Secretary		0.75	59.80	10.12	2.86	54.59
4114	Lieutenant		0.25	162.40	27.48	7.78	49.42
						Total	127.12
The following indirect costs are applied to the hourly rate:							
	CSO II		Administration			8.65%	
	CSO II		County 2CFR (A-87) Admin			0.82%	
	Sec/Lt		Administration / CIB			9.03%	
	Sec/Lt		Law Enforcement Admin. / CIB			7.89%	
	Sec/Lt		County 2CFR (A-87) LE			4.79%	
			<b>Recommended Fee - Driver Permit/New</b>				<b>\$127.00</b>

**Driver Permit/Renewal – Procedure**Secretary

45 minutes

Issues new permit, updates database.

Investigations Lieutenant

15 minutes

Reviews paperwork, approves or denies permit renewal.

**Driver Permit/Renewal - Cost Table**

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
0023	Secretary		0.75	59.80	10.12	2.86	54.59
4114	Lieutenant		0.25	162.40	27.48	7.78	49.42
						Total	104.01
The following indirect costs are applied to the hourly rate:							
			Administration / CIB			9.03%	
			Law Enforcement Admin. / CIB			7.89%	
			County 2CFR (A-87) LE			4.79%	
	<b>Recommended Fee - Driver Permit/Renewal</b>						<b>\$104.00</b>

### Vehicle Permit

Vehicle permits will be required for all vehicles that provide taxi services within the unincorporated areas of the County. Fees are established based upon the cost of accepting the application, reviewing documents, and issuing the permit.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019 Ordinance 6271 established the annual Vehicle Permit at \$79.25 per driver and \$79.25 for the annual Vehicle Permit Renewal. The recommended fee reflects the FY 20-21 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities performed and the associated costs:

#### Vehicle Permit/New - Procedure

Secretary 30 minutes

Receives and reviews application for completeness, collects fees, forwards for review process and issues permit.

Investigations Lieutenant 15 minutes

Reviews applicant's file, investigates and approves or denies permit.

#### Vehicle Permit/Renewal - Procedure

Secretary 30 minutes

Issues new permit, updates database.

Investigations Lieutenant 15 minutes

Reviews paperwork, approves or denies permit renewal.

### Vehicle Permit New/Renewal - Cost Table

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
0023	Secretary		0.5	59.80	10.12	2.86	36.39
4114	Lieutenant		0.25	162.40	27.48	7.78	49.42
						Total	85.81
The following indirect costs are applied to the hourly rate:							
			Administration / CIB			9.03%	
			Law Enforcement Admin. / CIB			7.89%	
			County 2CFR (A-87) LE			4.79%	
	<b>Recommended Fee - Vehicle Permit New/Renewal</b>						<b>\$85.75</b>

## CERTIFICATE OF EXEMPTION

Sonoma County Code §§ 18-60 to 18-70 established taxicab regulations and designated the Sheriff as the licensing authority for issuing taxicab vehicle and driver permits in the unincorporated areas of Sonoma County. Applicants who have obtained vehicle or driver permits from an incorporated city located within the County (which satisfies certain minimum requirements), may be issued a Certificate of Exemption in lieu of such permits. The purposes for providing an option to apply for Certificates of Exemption are to streamline the process and reduce application costs for those taxicabs and drivers who have already passed public safety inspection, background, and other requirements in another jurisdiction within the County.

The Sheriff's Office will charge a reduced fee for issuing Certificates of Exemption for taxicabs and/or taxicab drivers who are operating under valid permits or licenses issued by cities if they are similar in nature.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019 Ordinance 6271 established the annual Certificate of Exemption at \$35.00 and is valid for the term of the underlying permit issued by the other jurisdiction. The recommended fee reflects the FY 20-21 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities performed and the associated costs:

### Certificate of Exemption - Procedure

Secretary 20 minutes

Receives and reviews application for completeness, forwards for review process, collects fees and issues permit.

Investigations Lieutenant 5 minutes

Reviews applicant's file, investigates and approves or denies exemption.

### Certificate of Exemption - Cost Table

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
0023	Secretary		0.33	59.80	5.17	2.86	22.38
4114	Lieutenant		0.08	162.40	27.48	7.78	15.81
						Total	38.19
The following indirect costs are applied to the hourly rate:							
			Administration / CIB			9.03%	
			Law Enforcement Admin. / CIB			7.89%	
			County 2CFR (A-87) LE			4.79%	
	Recommended Fee - Certificate of Exemption						\$38.00

## VERIFICATION LETTER

The Sheriff's Office is routinely requested to provide record clearance reports for persons applying for jobs requiring such clearance, individuals attempting to obtain visas for foreign travel, persons involved in adoptions, etc. All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee for providing clearance letters at \$11.20. In order to ensure that the fee continues to recover the Sheriff's Office costs associated with providing this service, the recommended fee reflects FY 20-21 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities involved and the associated costs:

### Clearance Letter - Procedure

Community Services Officer (CSO)

10 minutes

Performs warrant and records check, confirms individual's identification, prepares clearance letter, receives payment/writes receipt, holds payment for daily delivery to the County Treasury.

### Clearance Letter – Cost Table

				Hourly	Department	County	Proposed
	Job Class		Hours	Rate	Indirect	Indirect	Rate
3397	CSO II		0.17	63.98	5.53	0.52	11.91
The following indirect costs are applied to the hourly rate:							
			Administration			8.65%	
			County 2CFR (A-87) Admin			0.82%	
	Recommended Fee - Clearance Letter						\$11.90

Using the same process as described above for Clearance Letters, the Sheriff's Office also provides Incarceration Verification letters and Crime Report Verification letters. Staff analysis has shown that the process to issue these letters is the same as for Clearance Letters.

## **Crime Report Verification**

The Community Services Officer verifies the occurrence of a crime on a specific date and location. The verification letter is mostly used for insurance claims. As the process for supplying this information entails the same amount of time as for Clearance Letters, **the proposed fee for providing Crime Report Verification letters for FY 20-21 is \$11.90.**

## **Incarceration Verification**

The Community Services Officer verifies incarceration information on persons that have been in the Sheriff's custody including dates, cases, and release information. As the process for supplying this information entails the same amount of time as for Clearance Letters, **the proposed fee for providing Incarceration Verification letters for FY 19-20 is \$11.90.**

## **BODY REMOVAL**

The Sheriff's Office contracts with a private service provider for body removal services. Fees for this service will be collected by mortuaries and the Sheriff's Office will bill the mortuaries for the fee. Government Code 27472 authorizes the County to charge a fee of up to \$100 for the cost of removal from the location of death and storage of deceased persons. The charge shall not be imposed upon: 1) a person who claims and proves to be indigent, or 2) in cases in which the body is that of a child and not more than 14 years of age, or 3) in cases in which the Coroner ascribes the death to the criminal act of another, unless the Coroner has reasonable grounds to believe that the deceased was involved in any criminal activity which contributed to his or her own death.

Other counties increased their rates per Government Code 54985. The code states that a county board of supervisors has the authority to increase the fee or charge that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied.

Calculation of the recommended fee to recover costs is shown below. The service fee is established by the average attendant rate and the service area rate per the vendor agreement. The service area rate also considers the historical percentage of occurrences in each area. The body bag rate is based on an average cost of heavy and medium duty bags. The initial body removal agreement approved by the Board included an option to extend for two one-year periods. In FY 19-20, the Sheriff's Office will execute the final agreement amendment, which will cover the period through the end of June 2021. Rates for fiscal years 19-20 and 20-21 were included in the first agreement amendment and used for the FY 20-21 fee calculation.

The charge shall not include expenses for keeping the body during the time necessary for the Coroner to perform his or her duties. The charge, if not paid, may be considered a part of the funeral expenses and paid as a preferred charge against the estate of the decedent.

## **Body Removal – Cost Table**



					Department		
Contracted Services				Rate	Indirect		Total Rate
Service fee		1		277.50	46.95		324.45
Body Bag		1		27.55	2.38		29.93
						Total	354.38
The following indirect costs are applied to the hourly rate:							
	Sheriff personnel		Administration / CIB			9.03%	
	Sheriff personnel		Law Enforcement Admin. / CIB			7.89%	
	Body bag		Administration			8.65%	
			<b>Recommended Fee - Body Removal</b>				<b>\$354.00</b>

## MORGUE USE

Other outside organizations use the Sonoma County Sheriff's Office Morgue facility to perform tissue and organ recovery procedures. A Morgue Use Fee is charged for this usage. Fees are based on the cost of operation for building areas used for autopsies. Additionally, biohazardous waste disposal and labor costs incurred by the County are added to this cost.

The total facility floor space is 6,811 square feet. 5,226 square feet of the facility is used by the Sheriff's Office. The total area devoted to this type of procedure is 4,255 square feet, 62.47% of the floor space. Fees are based on total facility annual operating costs of \$188,438 projected for FY 20-21, divided by the average number of procedures 421, (calculated from the prior three completed fiscal years FY 16-17 - 455, FY 17-18 - 431, and FY 18-19 - 376).

The County General Services Department has an agreement with a private service provider for regulated medical waste removal/disposal services. Effective July 1, 2019, Ordinance 6271 established the fee at \$85.00 per container. The cost to the Sheriff's Office for hazardous waste disposal is currently \$93.71 per container. For FY 20-21, the recommended fee to recover our costs for this service is \$93.71 per container. The fee for fuel surcharge charged by the service provided is being absorbed by the Sheriff Coroner's Office, since the majority of the medical waste to be picked up comes from the Sheriff Coroner's Office.

Beyond the biohazardous waste disposal and building portion of this fee is the cost of a forensic assistant and a detective for coordinating activities with a representative from the facility user, check in/out, set up, preparing invoices, scheduling the procedure and discussing the procedure with the decedent's family when necessary. The forensic assistant and detective invest an average of 20 minutes each per case.

The following table outlines fee calculations:

### Facility Rate - Cost Table

Facility Rate	\$188,438	X	62.47%	=	\$117,717	divided by	421	=	\$279.83
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### Morgue Use - Cost Table

				Hourly	Department	County	
	Job Class		Hours	Rate	Indirect	Indirect	Total Rate
2103	Forensic Assistant		0.33	64.74	10.95	0.53	25.15
4081	Deputy Detective		0.33	123.16	20.84	5.90	49.47
					Facility Rate per Procedure		279.83
						Personnel time	74.62
							354.45
The following indirect costs are applied to the hourly rate:							
	Forensic Asst/Detective	Administration / CIB				9.03%	
	Forensic Asst/Detective	Law Enforcement Admin. / CIB				7.89%	
	Forensic Assistant	County 2CFR (A-87) Admin				0.82%	
	Deputy Detective	County 2CFR (A-87) LE				4.79%	
		<b>Recommended Fee - Morgue Use</b>					<b>\$354.00</b>

In addition to facility and scheduling costs, facility users are charged staff time provided during the procedure. The base time for provision of staff is one and one half hours at the Forensic Assistant rate during normal working hours. Procedures scheduled for hours other than normal working hours are calculated based on staff costs at the overtime rate and is a minimum of two hours due to “call back” contract provisions. The rate will be based on the position of the staff member available for call back. Rates are as follows:

							Cost Per
			Hourly	Department	County	Total	Half Hour
	Job Class	Hours	Rate	Indirect	Indirect	Rate	Thereafter
2103	Forensic Assistant	1.5	64.74	10.95	0.53	114.33	38.11
			Overtime				Cost Per
			Hourly	Department	County	Total	Half Hour
	Job Class	Hours	Rate	Indirect	Indirect	Rate	Thereafter
2103	Forensic Assistant	2	56.88	9.62	0.47	133.94	33.49
4081	Deputy Detective	2	107.15	18.13	5.13	260.82	65.21
4095	Sergeant Detective	2	126.24	21.36	6.05	307.29	76.83
The following indirect costs are applied to the hourly rate:							
	All personnel		Administration / CIB			9.03%	
	All personnel		Law Enforcement Admin. / CIB			7.89%	
	Forensic Assistant		County 2CFR (A-87) Admin			0.82%	
	Deputy DE/Sgt DE		County 2CFR (A-87) LE			4.79%	

The appropriate staff rate and time shown in the table above is added to the base use fee of \$354.00.

## HELICOPTER SERVICE

Fees could be charged whenever private citizens receive air ambulance services and whenever non-County residents receive Search and Rescue services involving the helicopter. All prior or concurrent

fee ordinances will remain in full force until revised. In FY 19-20, Ordinance 6271 established the following rates for helicopter services:

Advanced Life Support Rate (Charged per ALS transport)	\$1,907
Search and Rescue (Charged per flight hour – Out-of-County residents only)	\$2,084
Law Enforcement (Charged per call out for special support situations)	\$2,129

Below are summarized the helicopter fees proposed for FY 20-21.

Advanced Life Support (ALS) Medical Service: After much research by the Sheriff's Office and County Counsel, County Counsel concluded that the Sheriff's Office cannot bill for ALS helicopter transports as the Sheriff's helicopter program does not meet the California Code of Regulations Title 22 definition of an air ambulance. The fee is calculated in the event of changes in code or operation that would allow billing for ALS. The Sheriff's Office has based its 19-20 fees on the full medical transport cost. The proportionate share of ALS cost to total helicopter costs is used to calculate ALS rates. These fee rates are calculated using the percentage of ALS missions to total missions. In FY 19-20, the Sheriff's Office charges \$1,907 per flight hour for ALS transport operations. The Sheriff's Office is recommending that the fee in FY 20-21 increase to \$2,427.

FY 20-21 Med\SAR\LE Helicopter Unit Costs	1,805,831 *	92,218
Estimated FY 20-21 Emergency Medical Transports	38	2,427
<b>Recommended Fee - Advanced Life Support (per transport)</b>		<b>\$2,427</b>
* Divided by 4yr avg details		
to total details	5.11%	

Search and Rescue (SAR): As permitted under California Government Code 26614.5, the SAR fee is charged for the rescue of out-of-County residents. Bills are directed to the county or city and county of the person being searched for or rescued by the Sheriff's Office. The indirect overhead costs for SAR fees are reduced compared to the other helicopter fees because the Helicopter Unit costs include a direct dispatch services contract with REDCOM for SAR services. In FY 19-20, the Sheriff's Office charged \$2,084 per flight hour for search and rescue operations. In FY 20-21, the Sheriff's Office is proposing a per detail (call-out) rate increase to \$2,661 for the search and rescue mission, which includes cost per hour as follows:

FY 20-21 Med\SAR\LE Helicopter Unit Costs	1,805,831 *	622,788
Estimated FY 20-21 SAR Details (call-outs)	234	2,661
<b>Recommended Fee - Search and Rescue (per call-out)</b>		<b>\$2,661</b>
* Divided by 4yr avg details		
to total details	34.49%	

Law Enforcement Service: The fee charged for the Law Enforcement /Security mission in FY 19-20 was \$2,129 per call-out. The fee proposed for Law Enforcement missions in FY 20-21 is recommended to increase to \$2,573 per call-out.

The “Law Enforcement” rate applies to special law enforcement missions, such as air support services during foot pursuits of fleeing suspects, robberies or other crimes in progress, major traffic accidents, and other potentially life-threatening emergencies. The Sheriff’s Office determined that based on operational experience, the emergent portions of most air support calls for service are resolved within the first 15 minutes of the event. The emergent portion of the call is defined as the period of time when an immediate threat to life exists. At the 15 minute mark, the helicopter will continue to provide air support only at the request of the other agency, which will then be billed for the call-out.

Requests for non-emergency services, such as surveillance or follow-up investigations, will be charged per call-out. Fees will also apply to other government agencies and County departments that occasionally request services for non-emergency activities. Additionally, the fee will be used to charge private parties who desire to use air helicopter services for security service contracts.

FY 20-21 Med\SAR\LE Helicopter Unit Costs				1,805,831 *	1,090,825
Estimated FY 20-21 Law Enforcement Details (call-outs)				424	2,573
<b>Recommended Fee - Law Enforcement (per call-out)</b>					<b>\$2,573</b>
* Divided by 4yr avg details					
to total details				60.41%	

#### **Recommended FY 20-21 Fees:**

<b>Advanced Life Support Transport</b>	<b>\$2,427</b>
<b>Search and Rescue</b>	<b>\$2,661</b>
<b>Law Enforcement Services</b>	<b>\$2,573</b>

#### **DRIVING UNDER THE INFLUENCE (DUI) INCIDENT**

The DUI Incident and Pursuit/Intentional Wrongful Conduct fees were eliminated for FY 19-20 in error. These fees are being reinstated for FY 20-21.

Since FY 96-97 the Sheriff’s Office has been collecting fees related to driving under the influence incidents (DUI). The authority for collecting the fees is found in Government Code Section 53150, which states:

“Any person who is under the influence of an alcoholic beverage or any drug, or the combined influence of an alcoholic beverage and any drug, whose negligent operation of a motor vehicle caused by that influence proximately causes any incident resulting in an appropriate emergency response, and any person whose intentionally wrongful conduct proximately causes any incident resulting in an appropriate emergency response, is liable for the expense of an appropriate emergency response by a public agency to the incident.”

Section 53155 limits liability to \$12,000. It also limits the fee to those costs directly arising because of the emergency response to the particular incident. All prior or concurrent fee ordinances will remain in full force until revised. In order to ensure that the fee continues to recover the Sheriff’s Office direct costs associated with the response to the incident, it is recommended that the fee be

adjusted for FY 20-21. The fee will only be collected in those circumstances where there is a DUI incident/pursuit that requires an emergency response. The following summarizes the activities and the associated costs:

### **DUI Incident - Procedure**

Deputy II 180 minutes

Emergency response, on-scene investigation, and transport to jail.

Dispatcher II 15 minutes

Verifies license status, warrants, confirms owner registration and enters data into DMV system.

Sergeant 15 minutes

Reviews arrest report and supporting documents.

Legal Processor II 20 minutes

Enters vehicle information into the RMS system, confirms CLETS entry, dispatches notices required by Vehicle Code Section 22852, makes copies for District Attorney's Office, collects fee and prepares receipt.

### **DUI Incident – Cost Table**

			Hourly	Department	County	Total
	Job Class	Hours	Rate	Indirect	Indirect	Rate
4081	Deputy II	3.0	110.76	18.74	5.31	404.43
1692	Dispatcher II	0.25	79.68	13.48	3.82	24.25
4095	Sergeant Adv	0.25	134.54	22.76	6.44	40.94
0049	Legal Processor II	0.33	53.63	4.64	0.44	19.37
						488.99
The following indirect costs are applied to the hourly rate:						
	All other personnel	Administration / CIB			9.03%	
	All other personnel	Law Enforcement Admin. / CIB			7.89%	
	All other personnel	County 2CFR (A-87) LE			4.79%	
	LP II	Administration			8.65%	
	LP II	County 2CFR (A-87) Admin			0.82%	
		<b>Recommended Fee - DUI Incident</b>				<b>\$488.00</b>

### **Pursuit/Intentional Wrongful Conduct**

The amount of time expended for these incidents may vary from 30 minutes to several hours, especially in pursuit situations. The process is similar to the process described for DUI Incident Responses outlined above. Accordingly, a minimum fee is recommended based on the fee for DUI Arrest/Incident Responses. Additional fees will be charged if more time is expended and pro-rated in

30-minute increments. **The recommended fee for FY 20-21 is a base fee of \$488.00 for the first hour of pursuit and \$244.00 for each additional 30-minute increment.** Other direct costs arising out of the pursuit such as damage to equipment will be collected up to the \$12,000 limit on liability.

## EXPLOSIVE ORDNANCE DISPOSAL

**Bomb Squad Service:** The Bomb Squad is responsible for responding to suspicious device calls for service 24-hours-a-day, seven days-a-week. The Sheriff's Bomb Squad is the only full-response EOD Unit in the North Bay. The Sheriff's Office presently has agreements with several cities for Explosive Ordnance Disposal (EOD). These agreements are structured as a flat fee for service. EOD services are provided by the Sonoma County Sheriff's Office Bomb Squad to agencies choosing to participate. Due to fiscal challenges, many cities have opted out of the agreement. As a result, the Sheriff's Office developed a fee for service (per callout) which was included in the FY 19-20 adopted fee ordinance. Out-of-County agencies are expected to pay a 25% premium over the In-County EOD service fee. The proposed fee only covers a minimal amount of actual cost of the Unit. The following fees are proposed for FY 20-21 to recover per hour labor costs incurred by the Sheriff's Office.

### Bomb Squad – Procedure

EOD Unit salary and benefits and vehicle use fee costs are used to calculate the EOD fee.

EOD fees are based on an hourly overtime rate for a sergeant and for deputies who respond to calls for service. This fee will be charged on actual response time with a 3 hour minimum, which includes a half hour travel time for each direction to the call and back. It also includes the daily vehicle use fee which is set by County Fleet Operations. Out-of-County calls are charged a 25% premium.

### Bomb Squad – Cost Table

			Hourly	Premium	Department	County	Proposed
	Job Class		OT Rate	Rate	Indirect	Indirect	Rate
4081	Deputy Adv		100.25	4.76	17.77	5.03	127.81
4095	Sergeant Adv		116.83	5.56	20.71	5.86	148.96
					Vehicle Use Fee:		\$37.81
The following indirect costs are applied to the hourly rate:							
			Administration / CIB			9.03%	
			Law Enforcement Admin. / CIB			7.89%	
			County 2CFR (A-87) LE			4.79%	
Fee is based on actual response time with a 3 hour minimum, which includes							
.5 hour travel time each direction including vehicle use.							
<b>In-County - EOD Service:</b>							
<b>Recommended Minimum Fee - EOD Service/Deputy II</b>							<b>\$421.23</b>
<b>Recommended Minimum Fee - EOD Service/Sergeant Adv</b>							<b>\$484.69</b>
<b>Out-of-County - EOD Service 25% premium:</b>							
<b>Recommended Minimum Fee - Deputy II/EOD Service</b>							<b>\$526.54</b>
<b>Recommended Minimum Fee - Sergeant Adv/EOD Service</b>							<b>\$605.87</b>

## RESPONSE TO UNABATED DISTURBANCE SERVICE

Sonoma County Code §§ 4-101 through 4-105 allows the Sheriff to charge a service fee for the second and subsequent response to unabated disturbances or nuisances. The Code Section was created in 1992 primarily to deal with disturbances or nuisances resulting from loud parties or other similar gatherings. Sheriff's Office costs for this service may include labor, special equipment required to deal with the disturbance, damage to property, and injury to personnel. Charges may also include expenses incurred by other County departments (damage to County property, injury to County personnel). All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established an hourly fee of \$117.87 for Deputy labor and \$148.10 for Sergeant labor.

The following fees are proposed for FY 20-21 to recover per hour labor costs incurred by the Sheriff's Office for response to unabated disturbances.

### Unabated Disturbance – Cost Table

			Hourly	Department	County	Proposed
	Job Class	Hours	Rate	Indirect	Indirect	Rate
4081	Deputy II	1.0	110.76	18.74	5.31	134.81
4095	Sergeant Adv	1.0	134.54	22.76	6.44	163.74
The following indirect costs are applied to the hourly rate:						
		Administration / CIB			9.03%	
		Law Enforcement Admin. / CIB			7.89%	
		County 2CFR (A-87) LE			4.79%	
	<b>Recommended Fee - Unabated Disturbance/Deputy II</b>					<b>\$134.81</b>
	<b>Recommended Fee - Unabated Disturbance/Sergeant</b>					<b>\$163.74</b>

Other expenses associated with repeat responses to unabated disturbances (e.g. damage to County property, injury to County personnel, etc.) will continue to be charged based on actual documented costs.

## SECURITY SERVICE

The Sheriff's Office occasionally receives requests from private individuals or organizations for special event security services. When the request is for services that are over and above the normal services provided by the Sheriff, and when such services can be provided without reducing the Sheriff's normal/on-going law enforcement services to the County, the Sheriff may agree to provide special security services for a fee.

All prior or concurrent fee ordinances will remain in full force until revised. In FY 19-20, Ordinance 6271 set hourly rates for security services and vehicle rates as follows:

Community Service Officer II	\$51.37
Deputy II Int	\$108.27
Deputy II Int-Premium	\$111.41
Sergeant Adv Post	\$135.66
Dispatcher II	\$75.60
Senior Dispatcher	\$83.17
Supervising Dispatcher	\$94.31

These rates have been recalculated for FY 20-21 in the tables below:

#### Security Service - Cost Table

			Hourly	Department	County	Proposed
		Job Class	OT Rate	Indirect	Indirect	Rate
	3397	CSO II	53.40	4.62	0.44	\$58.46
	4081	Deputy II Int	97.03	16.42	4.65	\$118.10
	4081	Deputy II Int-Premium	101.88	17.24	4.88	\$124.00
	4095	Sergeant Adv Post	116.83	19.77	5.60	\$142.20
	1692	Dispatcher II	75.00	12.69	3.59	\$91.28
	1694	Senior Dispatcher	81.90	13.86	3.92	\$99.68
	1696	Supervising Dispatcher	89.53	15.15	4.29	\$108.97
The following indirect costs are applied to the hourly rate:						
		CSO II	Administration			8.65%
		CSO II	County 2CFR (A-87) Admin			0.82%
		All other personnel	Administration / CIB			9.03%
		All other personnel	Law Enforcement Admin. / CIB			7.89%
		All other personnel	County 2CFR (A-87) LE			4.79%

	<b>Vehicle Use:</b>					
	Daily Use Fee:	Per Patrol Vehicle			\$60.73	
	Mileage Fee:	Per mile (in addition to daily use fee)			\$0.56	
	Fuel Charge:	Per gallon			\$3.63	
	<b>Helicopter Use:</b>					
	Charge Per call-out:				\$2,573	
*	The section entitled "Helicopter Service" (later in this document) provides the basis					
	for this charge.					

#### TOWED VEHICLE RELEASE

California Vehicle Code Section 22850.5(a) provides in part "A city, county, or city and county may adopt an ordinance or resolution establishing procedures for the release of properly impounded vehicles and for the imposition of a charge equal to its administrative costs relating to the removal, impound, storage or release of the vehicles."



All prior or concurrent fee ordinances will remain in full force until revised. Effective July 1, 2019, Ordinance 6271 established the fee at \$205.00. **The proposed fee for FY 20-21 is \$232.00.** The following summarizes the activities involved and the associated costs:

#### **Towed Vehicle Release - Procedure**

Deputy II 60 minutes

Prepares forms, inventory vehicle contents, and waits for tow truck.

Sergeant 15 minutes

Reviews report and supporting documentation, conducts Post Storage Hearing.

Dispatcher II 15 minutes

Run vehicle through CLETS system, determine owner registration and whether the vehicle is stolen, enter vehicle into DMV system.

Legal Processor II 15 minutes

Enter vehicle information into the RMS system, confirm CLETS entry, mail notices required by Vehicle Code Section 22852.

Community Services Officer (CSO) 15 minutes

Prepare vehicle release paperwork, check vehicle registration and driver's license status, collect fee, and prepare receipt.

#### **Towed Vehicle Release – Cost Table**

				Hourly	Department	County	Proposed
	Job Class		Hours	Rate	Indirect	Indirect	Rate
4081	Deputy II		1.0	110.76	18.74	5.31	134.81
4095	Sergeant Adv		0.25	134.54	22.76	6.44	40.94
1692	Dispatcher II		0.25	79.68	13.48	3.82	24.25
0049	Legal Processor II		0.25	53.63	4.64	0.44	14.68
3397	CSO II		0.25	63.98	5.53	0.52	17.51
							232.18
The following indirect costs are applied to the hourly rate:							
	All other personnel		Administration / CIB			9.03%	
	All other personnel		Law Enforcement Admin. / CIB			7.89%	
	All other personnel		County 2CFR (A-87) LE			4.79%	
	LP II/CSO II		Administration			8.65%	
	LP II/CSO II		County 2CFR (A-87) Admin			0.82%	
	Recommended Fee - Towed Vehicle Release						\$232.00

## TELECOMMUNICATION SERVICE

The Sheriff's Office has established a Telecommunications Bureau, which is responsible for certain radio repair services on a fee-for-service basis to other agencies. The Sheriff's Office has determined the amounts reasonably necessary to recover the cost of providing specific types of telecommunications services. The proposed fees are calculated using an average of a Communications Technician and Senior Communications Technician's overtime salary and benefits costs and are charged on an hourly basis. In FY 17-18, a civilian Communications Manager replaced the Sergeant supervisor. The Communications Manager's time is calculated using FY 20-21 salary and benefit costs and will be charged on an hourly basis. Any necessary materials used will be charged at actual cost.

All prior or concurrent fee ordinances will remain in full force until revised. In FY 19-20, Ordinance 6271 set hourly rates for a Telecommunications Technician at \$82.17. The Communications Manager is a new position replacing the Sergeant Detective.

### Telecommunication – Cost Table

			Overtime				
Maintenance & Repair fees			Hourly	Department	County	Total	
	Job Class		Rate	Indirect	Indirect	Rate	
--	Comm Technician		78.62	6.80	0.64	86.06	
1715	Comm Manager		115.13	9.96	0.94	126.03	
The following indirect costs are applied to the hourly rate:							
			Administration			8.65%	
			County 2CFR (A-87) Admin			0.82%	
<b>Recommended Fee - Maintenance &amp; Repair/Comm Technician</b>							<b>\$86.06</b>
<b>Recommended Fee - Maintenance &amp; Repair/Comm Manager</b>							<b>\$126.03</b>
<i>Any necessary materials needed for repairs\maintenance etc. will be billed in addition to the fee above at actual cost</i>							
			Overtime				
			Hourly	Department	County	Total	
	Job Class		Rate	Indirect	Indirect	Rate	
1705	Comm Tech II		74.57	6.45	0.61	81.63	
1710	Senior Comm Tech		82.67	7.15	0.68	90.50	
1715	Comm Manager		115.13	9.96	0.94	126.03	
The following indirect costs are applied to the hourly rate:							
			Administration			8.65%	
			County 2CFR (A-87) Admin			0.82%	