



Shelby County Sheriff's Office

Mark H. Luttrell, Jr., Sheriff - 201 Poplar - Memphis, Tn. 38103 - 545-5500

INFORMATION BULLETIN

SERIAL #: 152-07 **DATE:** 10-06-2003 **SUPERSEDE:**
FROM: Harvey Kennedy, CAO **TO:** All Personnel
SUBJECT: Charges for Information Provided to the Public

COPY CHARGE (Proposal)

	<u>Service Rendered</u>	<u>Charge</u>	
(1)	Standard-size (8 ½ x 11 of 8 ½ x 14)	\$.25	per page
(2)	Nonstandard-size paper copy		
(A)	Diskette	5.00	each
(B)	Magnetic tape	10.00	each
(C)	VHS video cassette	10.00	each
(D)	Audio cassette	5.00	each
(E)	Paper copy larger than standard	1.00	per page
(F)	Other Actual Cost		Actual cost
(3)	Personnel charge including remote document retrieved, research and copying. (No charge if less than 15 minutes. Thereafter, \$4.50 each quarter hour, including first quarter hour.)	18.00	per hour

(4)	Microfiche or microfilm charge		
	(A) Paper copy	.25	per page
	(B) Fiche or film copy	15.00	per roll
(5)	Photographs (3"by 5")	5.00	per copy
	Photographs (8"by 10")	10.00	per copy
(6)	Programming time charge	40.00	per hour
	A charge for programming time is made if the request requires a programmer to enter data in order to execute an existing program		
(7)	Miscellaneous supplies		Actual Cost
	Actual costs of supplies – labels, boxes, etc. necessary to produced the requested information and all postal and shipping charges necessary to transmit the information.		
(8)	Postage and shipping charge		Actual Cost
(9)	Fax Charge		
	(A) Local	.25	per page
	(B) Long Distance	1.00	per page
(10)	Other Costs		Actual Cost

SPECIAL SERVICE FEES

	<u>Service Rendered</u>	<u>Charge</u>	
(1)	Certified copy warrants	\$ 10.00	
(2)	Certified record check (background check)	20.00	For Up To One (1) Hour Research Time
(3)	Certified personal history sheet	20.00	
(4)	Certified jail release verification	20.00	

(5)	Certified county permit record check	5.00	
(6)	Processing fingerprinting (1 card)	15.00	
(7)	Fingerprinting (additional card) (same set of prints)	5.00	
(8)	Certified arrest ticket	10.00	
(9)	Process server processing fee	32.00	For Up To One (1) Hour Processing Time
(10)	Other certified copies –		
	first page	2.50	
	per page - each additional page in same certification	.25	