

STATE OF INDIANA
BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

ORDINANCE NO. 13-2025

AN ORDINANCE AMENDING SHERIFF'S DEPARTMENT FEE SCHEDULE

WHEREAS, the Board of Commissioners of Clark County, Indiana (the "Board"), is the executive body of Clark County government pursuant to the provisions of Ind. Code § 36-2-2-2; and,

WHEREAS, the Board is also the legislative body of Clark County government pursuant to the provisions of Ind. Code § 36-1-2-9; and

WHEREAS, the Sheriff's Department has requested that certain fees charged by the Sheriff's Department should be amended pursuant to the applicable rules and regulations as set forth by Indiana Law; and

WHEREAS, the Board now finds it necessary to update and amend certain fees charged by the Sheriff's Department as set forth in the Fee Schedule which is attached hereto as "**Exhibit A**".

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CLARK COUNTY COMMISSIONERS, AS FOLLOWS:

1. That certain fees charged by the Sheriff's Department are hereby updated and amended as set forth in the Fee Schedule which is attached hereto as **Exhibit "A"**.
2. That the said fees charged and collected by the Sheriff's Department shall be deposited into County Fund Number 1208.
3. Effective Date: This Ordinance shall be in full force and effect upon its passage and promulgation as evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of the Board.

So Ordained this 24th day of April, 2025.

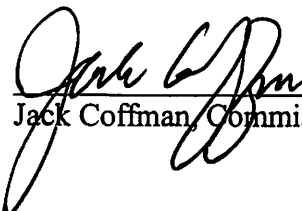
Members voting "NO":

Jack Coffman, Commissioner

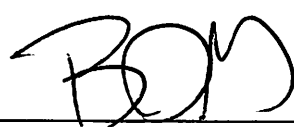
Bryan Glover, Commissioner

Connie Sellers, Commissioner

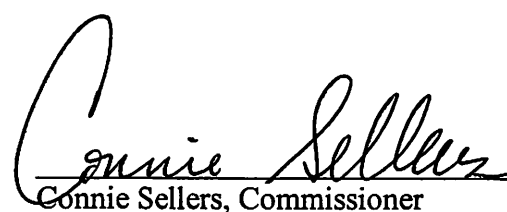
Members voting "YES":



Jack Coffman, Commissioner

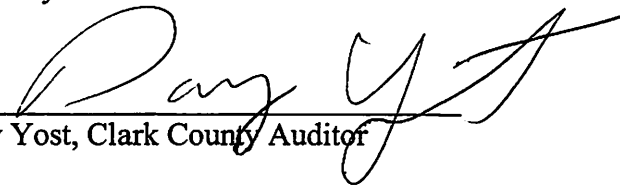


Bryan Glover, Commissioner




Connie Sellers, Commissioner

Attested by:



Danny Yost, Clark County Auditor

	STANDARD OPERATING PROCEDURE	Reference Number CCSO-080
	Subject Fee Collection	
	Special Instructions Fee Scheudle	Effective Date May 1, 2025

I. PURPOSE

The purpose of this policy is to establish guidelines for the collection of fees related to the release of public records by the Clark County Sheriff's Office (CCSO). This policy ensures compliance with the **Indiana Public Records Act (Ind. Code 5-14-3)** and any other applicable state and federal laws.

II. POLICY

The CCSO shall provide public access to records in accordance with the **Indiana Public Records Act** while ensuring the efficient use of agency resources. Fees for records shall be charged to cover the cost of reproduction and processing as permitted by law. No fees shall be charged beyond those expressly permitted by statute.

III. PROCEDURE

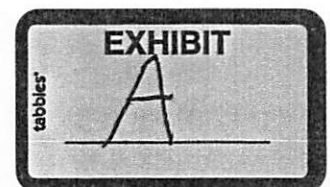
A. Custodian of Records

1. The Sheriff shall designate a **Custodian of Records** responsible for managing and processing public record requests.
2. The Custodian of Records shall ensure compliance with applicable laws, oversee the fee collection process, and maintain a record of all requests and payments received.

B. Fee Schedule

The following fees shall be charged for the production and release of public records:

TYPE	COST
Gun Permit	\$0
Accident Report	\$5
Criminal History Check	\$5
Body Camera Footage	\$75 per officer on scene (per camera)
Incident Report	\$0



Fingerprints	\$0
Notary Services	\$5
Photographs/CD/Accident Photos	\$5
Copies of Documents	\$0.10 per page

1. Fees are **non-refundable** and must be paid before records are released.
2. Payment shall be made by **cash, money order, or other methods approved by the Sheriff.**
3. No additional fees shall be imposed beyond those authorized by law.

C. Waiver of Fees

1. Fees may be waived for other **government agencies or criminal justice entities** requesting records for official use.
2. The Sheriff or Custodian of Records may **waive or reduce** fees in cases where disclosure of the information primarily benefits the public interest.

D. Processing Requests

1. All public records requests shall be made in **writing** and submitted to the Custodian of Records.
2. Requests shall be processed in accordance with the **Indiana Public Records Act**, including:
 - o Records being made available **within a reasonable timeframe** unless exempt under law.
 - o Denial of records requests when legally justified, with written notice to the requestor citing the specific exemption.
3. If the request requires an **extensive search** or redaction, the Custodian of Records shall notify the requestor of any additional time required.

E. Public Inspection

1. Members of the public may inspect records **free of charge** at CCSO offices during normal business hours.
2. If a requestor opts to receive copies instead of inspecting records in person, applicable reproduction fees shall apply.

IV. RECORD RETENTION

1. The Custodian of Records shall maintain a **log of all requests**, including the requestor's information, the records provided, and the amount collected.
2. Payment records shall be retained in accordance with **Indiana records retention laws.**