

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO. 2016- 122**

A RESOLUTION AMENDING RESOLUTION 2004-02 SETTING FEE SCHEDULE FOR KITTITAS COUNTY SHERIFF'S OFFICE

WHEREAS, The Board of County Commissioners had previously set the fees to be collected by the Sheriff to cover the costs of administration and operation, and

WHEREAS the Washington State Patrol has reduced the fee for the purpose of "fingerprinting for non-criminal purposes" to match the reduction by the Federal Bureau of Investigation, and

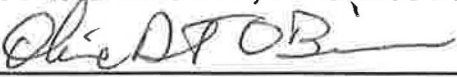
WHEREAS the fee may be similarly changed at any time by the State Patrol, and

WHEREAS the County should reflect those fees and be able to change them to match the cost as set by the Washington State Patrol Identification and Criminal History Section,


NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that this Amendment to the above listed Resolution for setting Sheriff's fee shall reflect that the fee for non-criminal fingerprinting shall be "as set by the Washington State Patrol Identification and Criminal History Section", and the relevant portion of the County website shall have its wording changed accordingly. This Amendment shall become effective upon adoption.

**ADOPTED** this 4<sup>th</sup> day of October 2016.

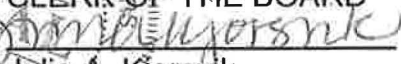
**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Chair


**ABSTAINED**

Vice-Chair  
  
\_\_\_\_\_  
Commissioner

**ATTEST  
CLERK OF THE BOARD**

  
Julie A. Kjosvik

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
D. R. Mitchell  
Deputy Prosecuting Attorney



BOARD OF COUNTY COMMISSIONERS  
KITITAS COUNTY, WASHINGTON

Resolution Setting Fee Schedule for )  
Kittitas County Sheriff's Office to )  
Cover Cost of Administration and )  
Operation )

Resolution No. 2004-02

WHEREAS, in 1992 the State of Washington set the fees that are to be charged by the County Sheriff for performing official services at RCW 36.18.040(1);

WHEREAS, since 1992 the Sheriff's actual cost of administration and operation to provide those services has increased significantly;

WHEREAS, RCW 36.18.040(3) authorizes the Board of County Commissioners to set the amount of fees that shall be collected by the Sheriff in order to cover the costs of administration and operation;

WHEREAS, the cost of services provided by the Sheriff should be fully paid by the parties benefiting from such services and should not be subsidized by the Sheriff at the expense of the Sheriff's public safety mission, and

WHEREAS, The Sheriff has examined the cost of administration and operation of services provided by the Sheriff and has requested that the Board of County Commissioners act under authority of RCW 36.18.040 to increase Sheriff fees.

NOW, THEREFORE, the Board of County Commissioners does hereby resolve and establish the following:

**SCHEDULE OF SHERIFF'S FEES**

The Kittitas County Sheriffs shall collect the following fees for services:

1. For service of each summons and complaint, notice and complaint, summons and petition, and notice of small claim on one defendant at any location, twenty dollars, and on two or more defendants at the same residence,

twenty five dollars, besides mileage;

2. For making a return besides mileage actually traveled, ten dollars for each return of service;
3. For levying each writ of attachment or writ of execution upon real or personal property, besides mileage, fifty dollars per hour;
4. For filing copy of writ of attachment or writ of execution with auditor, twenty dollars plus auditor's filing fee;
5. For serving writ of possession or restitution without aid of the county, besides mileage, forty dollars;
6. For serving writ of possession or restitution with aid of the county, besides mileage, sixty dollars plus fifty dollars for each hour after one hour;
7. For serving an arrest warrant in any action or proceeding, besides mileage, fifty dollars;
8. For executing any other writ or process in a civil action or proceeding, besides mileage, fifty dollars per hour;
9. For each mile actually and necessarily traveled in going to or returning from any place of service, or attempted service, fifty cents per mile with a ten dollar minimum mileage charge;
10. For making a deed to lands sold upon execution or order of sale or other decree of court, to be paid by the purchaser, fifty dollars;
11. For making copies of papers when sufficient copies are not furnished, two dollars for first page and one dollar per each individual page;
12. For the service of any other document and support papers for which no other fee is provided herein, twenty five dollars;
13. For posting a notice of sale, or postponement, fifteen dollars besides mileage;
14. For certificate or bill of sale of property, or certificate of redemption, fifty dollars;
15. For conducting a sale of property, forty dollars per hour spent at a Sheriff's sale;
16. For notarizing documents, five dollars for each document;

17. For fingerprinting for non-criminal purposes, ten dollars for each person for up to two sets, three dollars for each additional set;
18. For mailing required by statute, whether regular, certified, or registered, the actual cost of postage;
19. For an internal criminal history records check, fifteen dollars;
20. For the reproduction of audio, visual, or photographic material, to include magnetic microfilming, the actual cost including personnel time.

BE IT FURTHER RESOLVED, that the foregoing Schedule of Sheriff's Fees is necessary to cover a greater portion of the costs of administration and operation associated with such services; and

BE IT FURTHER RESOLVED, the foregoing Schedule of Sheriff's Fees shall be effective on January 1st, 2004.

KITTITAS COUNTY, WASHINGTON  
BOARD OF COUNTY COMMISSIONERS

Max Golladay Jan. 6, 2004  
Max Golladay, Chair

Perry D. Huston  
Perry Huston, Vice Chair

Bruce Coe  
Bruce Coe, Commissioner

ATTEST:

Julie Kjorsvik  
Julie Kjorsvik, Clerk of the Board



**FYI**

# Washington State Patrol

Identification and Criminal History Section

## **FBI Fee Decrease**

Due to a fee study conducted by the FBI they are decreasing their fee by \$2.75 from \$14.75 to \$12.00, effective October 1, 2016. If your agency receives a FBI fingerprint based background check response you will need to reduce your fee by \$2.75 October 1, 2016.

Please contact Ms. Lynette Brown at (360) 534-2109 or email at [lynette.brown@wsp.wa.gov](mailto:lynette.brown@wsp.wa.gov).

**FYI**

**RECEIVED**

**SEP 12 2016**

KITTITAS COUNTY  
SHERIFF ACCOUNTING

**FYI**