



SHERIFF

CHRISTOPHER L. RAVELING • CLAY COUNTY SHERIFF

P.O. Box 7957 • Spencer, Iowa 51301 • 712-262-3221 • Fax 712-262-5448

**CLAY COUNTY SHERIFF'S
PUBLIC RECORD POLICY AND JAIL FEES**

01/02/2017

RECORDS REQUEST AND FEES

POLICY: The Sheriff is entitled to charge reasonable fees for the time spent retrieving, examining, supervising and copying records.

PROCEDURE:

1. If a person wishes to only examine records in the immediate possession of the Clay County Sheriff's Office, no charge should be imposed.
2. All charges should be applied uniformly to all persons.
3. Confidential records are not available for examination and copying. In addition car cam, body cam and/or any incident currently under investigation.
4. Every person has the right to examine and copy records of this office at any time Mon-Fri, between 8:30 am to 3:30 pm. The front reception/civil department office will be used should a suitable place be needed for the person to examine records they requested.
5. Access should be provided promptly. A reasonable amount of time may be taken to determine how to handle the request if you have questions that need to be resolved.
6. A reasonable amount of time should not exceed 10 business days and cannot exceed 20 calendar days.
7. Consult the Sheriff, Chief Deputy or the Deputy Sergeant when in doubt.
8. The County Attorney should be consulted when needed.
9. The Civil Clerk/Office Secretary will process all requests for records.
10. The following guidelines shall apply for fees charged:

Clay County Sheriff's Office Public Record Policy and Jail Fees

08/18/2020

Copy Charges	\$ 0.50 cents per page
Copy Charges sent by Mail	\$ 1.00 per page, plus envelope/postage
Fax Charges (in town).....	\$ 1.00 per page
Fax Charges (out of town).....	\$ 3.00 first page, \$1.00 each additional

The above are for computerized records only. In the case of supervised records examination or for copying during a supervised records check the charge will be \$ 15.00 per hour with a minimum charge.
(Pre arrange hours from 8:00 am to 4:30 pm)

Accident/Incident Reports	\$ 10.00 per report
Copy of CD Recordings/DVD's	\$ 30.00
Fingerprints.....(for individuals other than arrestees)	\$ 10.00 per person
Sex Offender Registration Fee	\$ 25.00 annually
New Concealed Permit to Carry Weapon	\$ 50.00 (five year permit)
Renewal Concealed Permit to Carry Weapon	\$ 25.00 (five year permit)
Duplicate Concealed Permit to Carry Weapon.	\$ 25.00 (with original issuance date)
Permit to Acquire – Purchase Permit.....	\$ 25.00 (five year permit)
Over Width Escort Charge	\$ 30.00 per hour or overtime rate for
2 hour minimum, whichever is greater, plus mileage at current state rate	
Mileage Rate (subject to change per Federal Guidelines)	\$ 0.58 per mile
Room and Board - weekdays.....	\$ 40.00 per day
Room and Board - weekends/sentence of accommodations.....	\$ 60.00 per day (after 5:30p Friday)
Room and Board - out of county inmate	\$ 60.00 per day (advance payment)
Work Release - in county inmate	\$ 65.00 per day (advance payment)
Work Release - out of county inmate	\$ 85.00 per day (advance payment)
Mug Shots.....	\$ 5.00 per copy

All Fees are to be prepaid unless arrangements have been made in advance.

Clay County Sheriff's Office
Sheriff Chris Raveling