



**PHILLIPS COUNTY SHERIFF'S OFFICE
ADMINISTRATION
POLICY AND PROCEDURE MANUAL**

Subject: Records Release Policy and Fees

Policy No: 115

Effective Date: 01/01/2018

POLICY:

It is the policy of the Phillips County Sheriff's Office to clearly define, within the scope of the law, the procedure for obtaining public records for the Sheriff's Office.

The Sheriff's Office requires a fee to be charged for the processing, printing, and release of all public records. This policy is to set guidelines as to what fees are to be charged for a specific service.

PROCEDURE:

I. Process for Requesting Public Records

- a. Records may be obtained by completing a *Public Records Request* form.
 - i. Form must be completed in its entirety.
 - ii. Form is available on the Phillips County Sheriff's Office Web Page as well as in person at the Sheriff's Office.
- b. Forms must be submitted to the Phillips County Sheriff's records custodian.
- c. A photocopy of the requestors identification will be required and shall be completed by an employee of the Sheriff's Office.
- d. The records custodian is responsible for reviewing the request to determine if the records being requested are releasable.
- e. If the record request is to be denied, the records custodian will notate the reason for the denial on the *Public Records Request* form and shall notify the requestor.
 - i. Reasons for denial of records request include, but are not limited to, the following:
 1. Requestor did not provide sufficient information to identify specific record.
 2. Requestor is not authorized to receive record
 3. The record contains information otherwise confidential or exempt from disclosure.



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4. The record would reveal information about a person that is of a highly sensitive personal nature.
 5. The record may harm the reputation or jeopardize the safety of a person.
 6. The record would create a serious threat to the fair, impartial, and orderly administration of justice.
 7. Confidentiality is necessary to protect an active or potential internal or criminal investigation.
 8. The incident relates to a crime of Sex Assault or other crimes that are sexual in nature.
- f. If the record custodian finds that the record is releasable, it will be researched and the request will be completed.

II. Processing and Release Times

- a. Records request will be completed within 3 business days from the date of the request.
- b. Certain records may take 7 business days (CRS 24-72-203(3)(b)) to release due to the time involved in researching and if there is a need for redaction. These records include:
 1. Digital Media
 2. Tape Recordings
 3. Photographs (Non-Digital)
 4. Any record prior to 2003

III. Releasing of Public Records

- a. The records custodian shall notify the requestor when the record is available for pick-up at the Sheriff's Office.



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- b. The requestor agrees, by signing the request from, that that at no time shall any released records be used for any commercial use, pecuniary gain, or to harass or embarrass any person that may be listed in such released items.
- c. The records being released are official reproductions of records that belong to the Phillips County Sheriff's Office. Any reproduction or distribution of the record without the written consent of the Phillips County Sheriff is strictly prohibited.

IV. Fees

- a. Sheriff Reports: \$ 25.00 for retrieval.
Reports requiring redaction, an additional \$10.00 per Case report.
- b. Traffic Crash Reports: \$ 25.00 for retrieval.
- c. Calls for Service/Dispatch: Note: Dispatch is a separate entity from the Sheriff's Office for the purposes of records. As such, it may Require additional time to obtain the requested records from them. Such request must be made to the Communications Center Director. If those records are already in the Sheriff's Office files, they will be provided with the request to the Sheriff's Office. The fees will include \$5.00 for each CD/DVD.
- d. Photographs/Digital Media: \$15.00 per hour, minimum of \$15.00 for research, \$5.00 for Each CD/DVD.
- e. Special Searches: Minimum of \$15.00, and \$15.00 per hour.
Items not covered \$5.00 for each CD/DVD.
By above parameters.
- f. Any reports, documents Special search fee will apply
Anything prior to 2003
- g. Redaction Fee: Additional \$10.00 per case report.



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V. Exemptions to Fees

- a. Any local, state, or federal Law Enforcement agency along with the District Attorney's Office shall be exempt from the above fee schedule if the request is made for official purposes.