

OFFICE OF SHERIFF PUBLIC RECORDS NOTICE

Pursuant to sec. 19.34(1), Stats., this Notice is provided to the public as to the times, place and methods whereby the public may gain access for the purposes of inspection and copying of public records maintained by the Office of the Sheriff of Oneida County.

AUTHORITY: Office of Sheriff; 2000 East Winnebago Street, Rhinelander, Wisconsin 54501

This office provides public safety services to Oneida County, the County Board of Supervisors, committees, commissions, boards, departments and agencies of Oneida County. Its authority is generally derived from sec. 59.27, Stats., and Chapter 5 of the General Code of Oneida County, Wisconsin. The committee of jurisdiction assigned to this office by the County Board is the Public Safety Committee and the Oneida County Civil Service Commission. A variety of staff positions are assigned to the various public safety functions.

TYPES OF RECORDS: Requests may include but are not limited to accident reports, incident reports, officer reports, photographs, tape recordings, statistics, statements, jail records, E911 records, records checks, and background checks.

Please note that some documents are duplicates, with originals maintained by other County offices or other public safety agencies.

ESTABLISHED TIMES FOR ACCESS: 8:00 a.m. to 4:30 p.m., Monday through Friday. Requests for inspection of records require an appointment as to not disrupt the normal functioning of the Sheriff's Office.

PLACE OF ACCESS: Office of Sheriff, 2000 East Winnebago Street, Rhinelander, Wisconsin 54501.

LEGAL CUSTODIAN: Grady M. Hartman, Sheriff; Alternates: Daniel L. Hess, Chief Deputy, and Jill A. Butzlaff, Management Services Administrator. The Office of the Sheriff is considered a local public office under sec. 19.42(7w), Stats., and the position of Sheriff is considered a local public official under sec. 19.42(7x), Stats.

METHOD OF ACCESS: Requests for records should be made to the on-duty Secretary in the Office of the Sheriff. The legal custodian or alternate should be requested. Each requester shall reasonably describe the type of record or information requested. If the request is not reasonably limited by subject matter or length of time, the custodian may deny it. Identification of requester shall only be required as provided by law. Requesters may be required to review records in the presence of the custodian. It shall be the responsibility of the requester to abide by and comply with all regulations and restrictions upon access to or use of information specifically prescribed by law. As soon as is practical, the custodian shall notify requesters of partial or complete denial of access. Oral requests may be denied orally. If the requester submits a written demand for a written statement of reasons for the denial within ten (10) business days of the oral denial, the custodian shall provide such written statement.

COPYING OF RECORDS, COST OF COPIES AND RESEARCH: Requesters of records or information shall ask the custodian to prepare copies of the same, which shall be provided at the established rate of \$0.25 per copy. Prepayment will be required if the total amount of the fees exceeds \$7.00. In the event that the cost, in terms of labor and other expenses of locating a record exceeds \$50.00, the requester shall be assessed such costs. In addition, the requester shall pay the actual costs of mailing and shipping.

Grady Hartman, Sheriff