

Spokane Police Department Public Record Requests

Effective Date: 1/1/2009
Revision Date: 5/11/2011

1.0 GENERAL

1.1 Authority and Purpose

1.1.1 RCW 42.56.070 (1) of the Public Records Act requires each state or local agency to make available for inspection and copying nonexempt “public records” in accordance with published rule. RCW 42.56.070 (2) requires each agency to set forth “for informational purposes” every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

1.1.2 The purpose of this policy is to establish the procedures the Spokane Police Department will follow in order to provide full access to public records. This policy provides information to persons wishing to request access to public records of the Spokane Police Department and establishes processes for both requestors and Spokane Police Department staff that are designed to best assist member of the public in obtaining such access.

1.1.3 The purpose of the Act is to provide the public full access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of the efficient administration of government. The Act and this policy will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the Spokane Police Department will be guided by the provisions of the act describing its purposes and interpretation.

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2.0 REFERECES

Chapter 42.56 RCW

3.0 DEFINITIONS

3.1 “Public record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

3.2 "Writing" means handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording any form of communication or representation, including but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated.

4.0 POLICY

4.1 Agency Description – Contact Information – Public Records Officer

The Spokane Police Department Records Division is located at 1100 W. Mallon, Spokane, WA. 99260. Hours of Public Window services are Monday, Tuesday, Thursday and Friday, 8:30am – 4:00pm.

Any person wishing to request access to public records of the Spokane Police Department, or seeking assistance in making such a request should contact the Spokane Police Records Division.

Theresa Giannetto
Records Manager
Spokane Police Department
1100 W. Mallon
Spokane, WA 99260
(509) 625-4032
(509) 625-4059 FAX
tgiannetto@spokanepolice.org

Information is also available at the Spokane Police web site at www.spokanepolice.org

4.2 The public records officer will oversee compliance with the Act but another City staff member may process the request. Therefore, this policy will refer to the public records officer "or designee." The public records officer or designee and the Spokane Police Department will provide the "fullest assistance" to requestors; ensure that public records are protected from damage or disorganization' and prevent fulfilling public records requests from causing excessive interference with essential functions of the Spokane Police Department.

4.2 Availability of Public Records

4.2.1 Public records are available for inspection and copying during normal business hours of the Spokane Police Department, Monday, Tuesday, Wednesday and Friday, 8:30am to 4:00pm., excluding holidays. Records must be inspected at the offices of the Spokane Police Department. The Spokane Police Department and the requestor can make mutually agreeable arrangements for the times of inspection and copying.

4.2.2 Records Index

The Spokane Police Department does not maintain a records index pursuant to mayoral executive order EO 2008-05.

4.2.3 Organization / Protection of Records

- a. The Spokane Police Department will maintain its records in a reasonably organized manner consistent with available resources. The Spokane Police Department public records officer may take any steps deemed necessary to protect and preserve records from damage, alteration or disorganization.
- b. A requestor shall not alter, disorganize, damage, take or remove Spokane Police Department records from the Spokane Police Department offices or custody without the express written permission of the public records officer or designee. In the event of such unauthorized action, the Spokane Police Department reserves the right to recover from all persons responsible, all costs of record recovery, including direct costs as well as all claims for consequential loss or damage, in addition to prosecution under the law. Requestors are prohibited from using personal scanners for the making of copies or of documents during the record review.

4.2.4 Making a request for public records

Any person wishing to inspect or copy public records of the Spokane Police Department should make the request in writing on the Spokane Police Departments request form, or by letter, fax, or e-mail addressed to the public records officer.

The requests should include the following information:

- a.Name of requestor
- b.Address of requestor
- c.Other contact information including telephone number and/or e-mail address
- d. Identification of the public records adequate for the public records officer or designee to locate the records including date of incident, report number, and names of individuals included in the report
- e.The date and time of the request

4.2.5 A question or a request for information is not a request for a record.

4.2.6 If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit pursuant to RCW 42.56.120.

4.2.7 A form is available for use by requestors at the office of the public records officer and on-line at www.spokanepolice.org

4.2.8 The public records officer or designee may accept requests for public record requests that contain the above information by mail, e-mail, fax, or in person.

5.0 PROCEDURE

5.1 The Spokane Police Department is charged by statute with adopting rules which provide for how it will “provide full access to public records,” “protect records from damage or disorganization,” “prevent excessive interference with other essential function of the agency,” provide “fullest assistance” to requestors, and provide the “most timely possible action” on public record requests. The public records

officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

5.1.1 The public records officer will acknowledge receipt of the request within five (5) business days by one of the following:

- a. Make the records available for inspection or copying in whole or in part; or
- b. If copies are requested and payment of a deposit, for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; or
- c. Provide a reasonable estimate of when records will be available if not furnished or in whole; or
- d. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer may revise the estimate of when records will be available; or
- e. Deny the request, in whole or part.

5.1.2 Consequences of failure to respond

If the Spokane Police Department does not respond in writing within five (5) business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.

5.1.3 Protecting rights of others

In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those persons to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

5.1.4 Records exempt from disclosure

Some records are exempt from disclosure, in whole or in part. If the Spokane Police Department believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted. If the records requested are large and/or if the redactions are voluminous, a "withholding index" which cites the public record and the statute that provides the exemption may accompany the public records. The public records officer may explain to the requestor that the redaction services will take additional time and invite the requestor to focus or narrow the request to save time and help serve the requestor's needs.

5.1.5 Inspection of / providing copies of records

- a. Consistent with other demands and resources, the Spokane Police Department shall provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the Spokane Police Department to copy. The Spokane Police

Department and the requestor can make mutually agreeable arrangements for the times of inspection.

- b. The requestor must claim or review the assembled records within thirty (30) days of the Spokane Police Department's notification to him or her that the records are available for inspection or copying. The Spokane Police Department will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the Spokane Police Department to make arrangements to claim or review the records. If the requestor fails to claim or review the records within thirty (30) days, or to make other arrangements, the Spokane Police Department may close the request. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

c. Providing records in installments

When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one (1) or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

d. Completion of inspection

When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the Spokane Police Department has completed a diligent search for the requested records and made any located non-exempt records available for inspection or copying.

5.2 Closing withdrawn or abandoned requests

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request.

5.3 Later discovered documents

If, after the Spokane Police Department has informed the requestor that it has provided all available records, the Spokane Police Department becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional document and provide them on an expedited basis.

5.4 On-going requests

"On-going" or continuous requests for records are not honored. A request is searched at the time made. A new request is needed for records created after the time of the initial request.

5.5 Processing of public record requests – electronic records

- a. The process for requesting electronic records is the same as for requesting paper public records.
- b. Providing electronic records
When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the Spokane Police Department and is generally commercially available, or in a format that is reasonably translatable from the format in which the Spokane Police Department keep the records. Costs for providing the electronic record are governed by WAC 44-14-07003.

5.6 Exemptions

5.6.1 The public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the exemption, outside of the Public Records Act, that restricts the availability of some documents held by the Spokane Police Department for inspection and copying. The list is a partial list only, and there may be other statutes that restrict or limit the disclosure to the public. These exemptions are located in Attachment B.

5.6.2 The Spokane Police Department is prohibited by statute from disclosing lists of individuals for commercial purposes.

5.6.3 The Spokane Police Department is not required to create a record where one does not exist

5.7 Costs of Providing Copies of Public Records

5.7.1 A statement of the factors and the manner used to determine the charge is located in Attachment C.

5.7.2 Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent (10%) of the estimated costs of copying all the records selected by the requestor. The public records officer or designee also requires the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The Spokane Police Department will not charge sales tax when it makes copies of public records.

5.7.3 Costs for electronic records

The cost of electronic copies of records shall be as set forth in Attachment C. There will be no charge for e-mailing electronic records to the requestor, unless another cost applies such as a scanning fee.

5.7.4 Cost of mailing

The Spokane Police Department may also charge actual costs of mailing, including the cost of the shipping container.

5.7.5 Payment

Payment may be made by cash, check, or money order to the Spokane Police Department. Bad checks are treated as non-payment and referred to collection.

5.8 Review of Denials of Public Records

5.8.1 Any person who objects to the initial denial or partial denial of a record request may petition in writing (including e-mail) to the public records officer for a review of that decision within 60 days. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

5.8.2 The public records officer shall promptly provide the petition and any other relevant information to the City Administrator. That person will immediately consider the petition and either affirm or reverse the denial within two (2) business days following the Spokane Police Department's receipt of the petition, or within such other time as the Spokane Police Department and the requestor mutually agree to.

5.8.3 Judicial review

Any person may obtain court review of denials of public records request pursuant to RCW 42.56.550 at the conclusion of two (2) business days after the initial denial regardless of any internal administrative appeal.

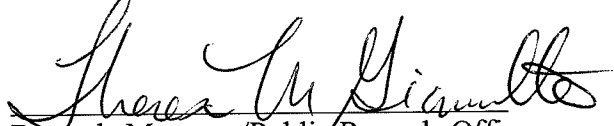
6.0 APPENDICIES

Attachment A – Public Records Request Form

Attachment B – List of Documents Exempt Form Public Inspection and Copying
Outside the Public Records Act

Attachment C – Fee Schedule

APPROVED BY:


Records Manager/Public Records Officer

5/27/11
Date



**Spokane Police – Spokane County Sheriff – Spokane Valley Police
Request for Release of Records**



TODAY'S DATE

REPORT/CASE #

REQUESTING COPIES

REQUESTING VIEWING

NOTE: Please consider this your 5-day response as required by RCW 42.56.520. It will take approximately 90 business days following acceptance of your completed request for you to receive an incident report or response. Reports are subject to copying fees (see posted fees), and are released pursuant to public records dissemination statutes, including RCW 10.97; 13.50; 42.56; 46.52.

TYPE OF REPORT/DOCUMENTS REQUESTED

INCIDENT TYPE: _____ DATE OF INCIDENT: _____

OTHER DOCUMENTS BEING REQUESTED _____

COLLISION REPORTS ARE AVAILABLE FROM: <http://www.wsp.wa.gov/publications/collision.htm>

EXACT STREET ADDRESS OF INCIDENT

NAMES OF INVOLVED PEOPLE

NAME: LAST, FIRST MIDDLE (ALIAS)	RACE	SEX	DOB/AGE
NAME: LAST, FIRST MIDDLE (ALIAS)	RACE	SEX	DOB/AGE

CLIENT YOU REPRESENT (FOR ATTORNEY/INSURANCE USE ONLY)

E-MAIL ADDRESS

REQUESTED BY (Please Print):

NAME _____ PHONE _____

ADDRESS (STREET, CITY, STATE, ZIP)

I understand that Washington State law (RCW 42.56) prohibits the use of lists of individuals for commercial purposes. If applicable to this request, I hereby declare, under penalty of perjury pursuant to the laws of the State of Washington, that I will not use this Request for commercial purposes. If applicable, I also acknowledge that I am solely responsible for any consequences or damages arising from my commercial use of the information I am obtaining.

REQUESTOR'S SIGNATURE _____ DATE _____
 VICTIM SUSPECT INSURANCE COMPANY ATTORNEY UNINVOLVED OTHER _____

FOR RECORDS USE ONLY

REPORT DELETIONS MADE PURSUANT TO: RCW 42.56.050 RCW 42.56.230(4) RCW 42.56.240
 RCW 10.97 RCW 46.52 RCW 13.50 RCW 70.48.100 RCW 46.12.380 RCW 68.50.105
 RCW 70.02.005 and HIPPA (45 CFR 164.502) NO DELETIONS Other _____

CLARIFIED REQUEST WITH:	DATE:	FEE QUOTE:	# OF PAGES:	BY EMPLOYEE:
5-DAY LETTER:	LOGGED:	DETECTIVE CHECK:		
INITIAL / DATE	INITIAL / DATE	INITIAL / DATE		
REDACTED:	FEE DUE LETTER:	PAYMENT RECEIVED:		
INITIAL / DATE	INITIAL / DATE	INITIAL / DATE		

SPDRECORDSINFOREQUEST@SPOKANEPOLICE.ORG
 MAIL TO: SPOKANE POLICE/SHERIFF DEPT, RECORDS DEPARTMENT, 1100 W MALLON AV, SPOKANE, WA 99260
 PHONE: (509) 625-4030 FAX: (509) 625-4059

List of Documents Exempt From Public Inspection and Copying
Outside the Public Records Act

Washington State Statutes

<u>Citation</u>	<u>Records</u>
RCW 2.64.111	Documents regarding discipline/retirement of judges
RCW 2.64.113	Confidentiality - violations
RCW 4.24.550	Information on sex offenders to public
RCW 5.60.060	Privileged communications, including attorney-client privilege
RCW 5.60.070	Court-ordered mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4)	Child victims and witnesses – protection of identity
RCW 7.69A.050	Rights of child victims and witnesses – addresses
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.02.100	Reproductive privacy
RCW 9A.82.170	Financial institution records – wrongful disclosure
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.29.030	Organized crime special inquiry judge
RCW 10.29.090	Records of special inquiry judge proceedings
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject
RCW 13.32A.090	Crisis residential centers notice to parent about child
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offenders
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children information
RCW 13.70.090	Citizen juvenile review board – confidentiality
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys

RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.345	Release of name of court for adoption or relinquishment
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.020(19)	Unfounded allegations of child abuse or neglect
RCW 26.44.030	Reports of child abuse/neglect
RCW 26.44.125	Right to review and amend abuse finding – confidentiality
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration confidential
RCW 29A.08.710	Voter registration records – certain information exempt
Chapter 40.14 RCW	Preservation and destruction of public records
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 42.56.230	Personal Information
RCW 42.56.240	Investigative, law enforcement, and crime victims
RCW 42.56.250	Employment and licensing
RCW 42.56.260	Real estate appraisals
RCW 42.56.270	Financial, commercial and proprietary information
RCW 42.56.280	Preliminary drafts, notes, recommendations, inter-agency memorandum
RCW 42.56.290	Agency part of controversy
RCW 42.56.300	Archaeological sites
RCW 42.56.310	Library records
RCW 42.56.320	Education materials
RCW 42.56.330	Public utilities and transportation
RCW 42.56.335	Public utility districts and municipally owned electrical utilities -
	Restrictions of access by law enforcement
RCW 42.56.340	Timeshare, condominium, etc. owner lists
RCW 42.56.350	Health professionals
RCW 42.56.360	Health care
RCW 42.56.370	Domestic violence program, rape crisis center clients
RCW 42.56.380	Agriculture and livestock
RCW 42.56.390	Emergency or transitional housing
RCW 42.56.400	Insurance and financial institutions

RCW 42.56.403	Property and casualty insurance statements of actuarial opinion
RCW 42.56.410	Employment security department records, certain purposes
RCW 42.56.420	Security
RCW 42.56.430	Fish and wildlife
RCW 42.56.440	Veteran's discharge papers – Exceptions
RCW 42.56.450	Check cashers and sellers licensing applications
RCW 42.56.460	Fireworks
RCW 42.56.470	Correctional industries workers
RCW 42.56.480	Inactive programs
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record
RCW 48.62.101	Local government insurance transactions – access to information
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of non-identifiable information or with consent
RCW 51.28.070	Worker's compensation records
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports
RCW 68.50.320	Dental identification records – available to law enforcement agencies
Chapter 70.02 RCW	Medical records – access and disclosure – entire chapter (HC providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.24.105	HIV/STD records
RCW 70.28.020	Local health department TB records – confidential
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of rape crisis centers in discovery
RCW 71.05.390	Information about mental health consumers
RCW 71.05.395	Ch. 70.02 RCW applies to mental health records
RCW 71.05.400	Information to next of kin or representative
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal

RCW 71.05.427	Information that can be released
RCW 71.05.430	Statistical data
RCW 71.05.440	Penalties for unauthorized release of information
RCW 71.05.445	Release of mental health information to Department of Corrections
RCW 71.05.620	Authorization requirements and access to court records
RCW 71.05.630	Release of mental health treatment records
RCW 71.05.640	Access to treatment records
RCW 71.05.650	Accounting of disclosures
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.200	Mental health treatment of minors – records confidential
RCW 71.34.210	Court records for minors related to mental health treatment
RCW 71.34.225	Release of mental health services information
RCW 71A.14.070	Records regarding developmental disability – confidentiality
RCW 72.09.345	Notice to public about sex offenders
RCW 72.09.585(3)	Disclosure of inmate records to local agencies – confidentiality
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.09.900	Medical assistance
RCW 74.13.121	Financial information of adoptive parents
RCW 74.13.280	Children in out-of-home placements - confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

20 USC § 1232g	Family Education Rights and Privacy Act
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC 405(c)(2)(vii)(I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule

City of Spokane/ County Sheriff Records Division

IN THE MATTER OF ESTABLISHING A)
POLICY REGARDING FEES FOR COPIES)
OF PUBLIC RECORDS MAINTAINED IN) **ADMINISTRATIVE POLICY**
THE SPOKANE POLICE/COUNTY SHERIFF)
RECORDS DIVISION)

THE PUBLIC DISCLOSURE ACT provides that an agency may charge a per page cost for copies of public records no greater than the actual per page cost as established and published by the agency. To the extent the agency has not determined the actual per page cost for photocopies of public records, the agency may not charge in excess of .15 per page.

As provided for in RCW 42.56.070(7) THE SPOKANE POLICE/ COUNTY SHERIFF'S DIVISION DOES HEREBY ESTABLISH THE FOLLOWING RATES FOR PHOTOCOPIES AND MAILING OF PUBLIC RECORDS.

FEE SCHEDULE

- **Copies on Paper**
15 Cents per page
The systems we use require the generation of paper copies to preserve necessary redactions.
- **If you wish to have those paper documents transferred to a CD there is an additional fee of:**
Transfer to CD: \$6.50
A/V Tech time (\$24.41 X .25) = \$6.10 +
(CD cost .23) + (Label .12) + (Paper sleeve .05)
- **If we have an electronic record that does not require redaction** and it does not exceed file size limitations, we can send that to you electronically free of charge.
- **If the records do not require redaction** but the file size is too large to send electronically, we will charge you for the CD only.
- **Postage and Envelopes**

Postage and #10 envelope (.61+.01)	\$0.62 (62 Cents)
Postage and large flat envelope (1.39 + .20)	\$1.59 (4-5 oz.)
Postage and large flat envelope (1.73 + .20)	\$1.93 (6-7 oz.)
Postage and large flat envelope (2.07 + .20)	\$2.27 (8-9 oz.)
Flat rate envelope (USPS)	\$4.90
Flat rate box (USPS)	\$10.70
- **Photographs**

3 ½ X 5 color(from originals on film only)	\$0.50 each
Digital images provided on CD only	\$15.00 (Service provided and fee set by Spokane County Sheriff's Forensic Unit)
- **Mug shots**

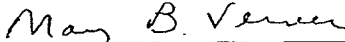
	\$1.50 (Service provided and fee set by Spokane County Sheriff's Forensic Unit)
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FURTHERMORE, THE FOLLOWING POLICY IS HEREBY ADOPTED:

- 1) No fee shall be charged for the inspection of public records.
- 2) The above fee schedule reimburses the cost of generating copies of public records.
- 3) Nothing contained in this policy shall preclude the office from agreeing to exchange or provide copies of manuals or other public records with other state or federal agencies, whenever doing so is in the best interest of the office.

This fee/policy shall be in effect as of the date of hereinafter and shall supercede any prior administrative policy.

Date this ___1st___ day of ___July___, 2010


Mayor of Spokane

City of Spokane/ County Sheriff Records Division

IN THE MATTER OF ESTABLISHING A)
POLICY REGARDING FEES FOR COPIES)
OF PUBLIC RECORDS MAINTAINED IN)
THE SPOKANE POLICE/COUNTY SHERIFF)
RECORDS DIVISON)

ADMINISTRATIVE POLICY

THE PUBLIC DISCLOSURE ACT provides that an agency may charge a per page cost for copies of public records no greater than the actual per page cost as established and published by the agency. To the extent the agency has not determined the actual per page cost for photocopies of public records, the agency may not charge in excess of .15 per page.

As provided for in RCW 42.56.070(7) THE SPOKANE POLICE/ COUNTY SHERIFF'S DIVISION DOES HEREBY ESTABLISH THE FOLLOWING RATES FOR PHOTOCOPIES AND MAILING OF PUBLIC RECORDS.

FEE SCHEDULE

- **Copies on Paper**
15 Cents per page

The systems we use require the generation of paper copies to preserve necessary redactions.

- **If you wish to have those paper documents transferred to a CD there is an additional fee of:**

Transfer to CD: \$6.50
 A/V Tech time (\$24.41 X .25) = \$6.10 +
 (CD cost .23) + (Label .12) + (Paper sleeve .05)

- If we have an electronic record that **does not require redaction** and it does not exceed file size limitations, we can send that to you electronically free of charge.
- If the records **do not require redaction** but the file size is too large to send electronically, we will charge you for the CD only.

- **Postage and Envelopes**
- | | |
|--|--------------------------|
| Postage and #10 envelope (.61+.01) | \$0.62 (62 Cents) |
| Postage and large flat envelope (1.39 + .20) | \$1.59 (4-5 oz.) |
| Postage and large flat envelope (1.73 + .20) | \$1.93 (6-7 oz.) |
| Postage and large flat envelope (2.07 + .20) | \$2.27 (8-9 oz.) |
| Flat rate envelope (USPS) | \$4.90 |
| Flat rate box (USPS) | \$10.70 |

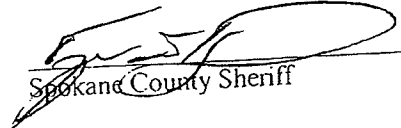
- **Photographs**
- | | |
|--|---|
| 3 ½ X 5 color(from originals on film only) | \$0.50 each |
| Digital images provided on CD only | \$15.00 (Service provided and fee set by Spokane County Sheriff's Forensic Unit) |
| | \$1.50 (Service provided and fee set by Spokane County Sheriff's Forensic Unit) |
- **Mug shots**

FURTHERMORE, THE FOLLOWING POLICY IS HEREBY ADOPTED:

- 1) No fee shall be charged for the inspection of public records.
- 2) The above fee schedule reimburses the cost of generating copies of public records.
- 3) Nothing contained in this policy shall preclude the office from agreeing to exchange or provide copies of manuals or other public records with other state or federal agencies. whenever doing so is in the best interest of the office.

This fee/policy shall be in effect as of the date of hereinafter and shall supercede any prior administrative policy.

Date this ___1st___ day of ___July___, 2010


Spokane County Sheriff