

Form Response to Records Request - Sheriff

This form response is appropriate for a department that responds to requests frequently, such as the Sheriff. The list of statutes has been customized to those most applicable to law enforcement. In a complex or large response, the requested documents are identified, consecutively numbered and then information is redacted or the document is withheld from disclosure. Documents not released must be described.

This form includes notice of the right to seek review of the exemptions by the Prosecuting Attorney, if such review is provided by local ordinance.

**San Juan County
Sheriff's Office
350 Court Street
Friday Harbor, WA 98245
360-378-4151**

DATE: _____

TO: _____

RE: Your Public Records Request Dated _____:

Enclosed is a copy of the public record(s) you requested. For convenience we have numbered the pages ____ through _____. There is a fee for this service. Please send a check to our office in the amount of _____ made payable to the "San Juan County Treasurer."

We have released only those portions of the record which are not exempt from disclosure by RCW 42.17.310 and/or other statutes. Information redacted is exempt from public disclosure for one or more of the following reasons:

- 1. Complainant, victim or witness requested the information not be disclosed. (RCW 42.17.310(1)(c))
- 2. Disclosure of the information would endanger a person's life, physical safety, or property. (RCW 42.17.310(1)(e))
- 3. Record includes non-disclosure information which is essential to effective law enforcement. (RCW 42.17.310(1)(d))
- 4. Record contains non-disclosure information which is necessary for the protection of a person's right to privacy. (RCW 42.17.310(1)(b) or (d) as defined by RCW 42.17.255)
- 5. Record contains information on a juvenile, which is confidential, and may not be released to the public except by court order under provisions of RCW 13.50.050 and RCW 13.50.100(4)(a) and (b).

- 6. Investigative file is currently active with the prosecutor’s office and non-disclosure is essential to effective law enforcement. RCW 42.17.310(1)(d)
- 7. Information protected under the Criminal Records Privacy Act. RCW 10.97.
- 8. Record contains attorney/client information, protected under RCW 5.60.060 (2).
- 9. Contains official confidential information, protected under RCW 5.060.060(5).
- 10. Booking photos are protected from release under RCW 70.48.100.
- 11. Record contains medical information protected under RCW 70.02.005 and RCW 42.17.310(1)(d).
- 12. Driver’s or vehicle registration is protected under RCW 46.12.380.
- 13. Traffic accident reports are confidential and protected under RCW 46.52.080 and 46.52.083.
- 14. Results of toxicology or field sobriety tests submitted to at the request of a police officer are protected under provisions of RCW 46.61.506(6).
- 15. Reports and records of autopsies and postmortems are confidential, protected under RCW 68.50.105.
- 16. Other: _____

The documents we have not disclosed are described as follows:

| Number | Date | From | To | Description |
|--------|------|------|----|-------------|
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If you believe that the records we have disclosed have been incorrectly redacted or that this response is incomplete, please call me, and I will try to answer your concerns. If you wish for our decision to be reviewed, you may request review by the San Juan County Prosecuting Attorney. Please send a letter explaining your concerns within five business days from the date of this letter. The letter must include your name and address, a copy of the redacted document and a copy of this letter together with a brief statement identifying the basis of your concerns. Please mail or deliver your letter to:

San Juan County Prosecuting Attorney
P.O. Box 760
350 Court Street
Friday Harbor, WA 98250

SIGNATURE, TITLE