

# **NOTICE: ACCESS TO PUBLIC RECORDS**

**ST. CROIX COUNTY**

**Effective 01/2011      Revised 11/2012**

**SHERIFF'S OFFICE**

**Provided pursuant to § 19.34, Wisconsin Statutes.**

**You have a right to inspect and copy certain records under Wisconsin's Public Records Law, §§ 19.31-19.39, Wis. Stats.**

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## **OFFICE DESCRIPTION**

The Sheriff is the chief law enforcement officer in the county. The Sheriff whether personally, or by the undersheriff or deputies is eternally charged with maintaining the peace of the county and the apprehension of those who break it. The Sheriff is also charged with taking charge of the jail, and the persons in the jail. The Sheriff attends upon the circuit court held in his county. The Sheriff serves or executes all processes, writs, precept and orders issued or made by lawful authority and delivered to the sheriff.

The St. Croix County Sheriff's Office provides a full array of law enforcement services for St. Croix County. The agency is made up of bureaus that include Administration, Field Services, and Corrections.

## **PROCEDURE FOR MAKING REQUESTS**

Under the authority of Chapter 19 of the Wisconsin Statutes, the Sheriff is the legal custodian of the Office's records. Requests for access to public records should be directed to:

St. Croix County Sheriff  
1101 Carmichael RD  
Hudson, WI 54016  
(715) 381-4320  
Email: [john.shilts@co.saint-croix.wi.us](mailto:john.shilts@co.saint-croix.wi.us)

Requests may be made during the Sheriff's Office normal office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter and time period.

As soon as practicable and without delay, the legal custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the legal custodian to respond to the request will depend on factors including the nature and extent of the request. If the custodian denies a written request, the requester shall receive the denial in writing.

## **FEES**

The Sheriff may charge the actual, necessary, and direct cost of producing a record. When the request calls for a copy of a record, and the record can be photocopied, the Sheriff's Office may charge its standard fee of \$0.25 for each impression produced in response to the request. If the request is for a copy of an accident report, the Sheriff's Office charges a fee of \$5.00 per report (up to 20 pages), \$0.25 per page thereafter. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the Sheriff's Office may charge the actual cost of creating a readily comprehensible copy. The Sheriff's Office charges \$10.00 for a record on a DVD or CD. The Sheriff's Office also charges \$5.00 for certified copies. The Sheriff's Office may charge the actual, necessary, and direct costs of locating the records if they exceed \$50. If the records are mailed to the requester, the Sheriff's Office may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law. The Sheriff's Office may request pre-payment if the total costs are greater than \$5. Checks should be made payable to St. Croix County.