



Portage County Sheriff's Office Public Records Notice

June 18, 2013

The Portage County Sheriff's Office provides law enforcement, jail, juvenile detention, dispatching, and investigative services to the County, and under certain circumstances, to the State and local units of government.

This agency has designated Chief Deputy Daniel Kontos as the Custodian of Public Records. Captain of Operations and Communications Dale O'Kray, Captain of Corrections Cory Nelson, and Office Manager Karen Moran have been designated Assistant Custodians for their respective divisions.

Persons seeking to inspect, make a request for, or obtain copies of any public record may do so at the Records Division window during regular office hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

This agency will charge requestors \$0.25 per page for each copy or printout made. Records that involve manual redaction of information require two copies to be made for each page requested; therefore the charge will be \$0.50 per page in those cases to cover the additional materials involved. There will be additional charges for certain records, such as specialized documents, photographs, audio files, or for retrieving records and files from the agency archives, as well as certain services, such as mailing records. The exact costs for these services vary and can be obtained from the Record Division staff. Requests that exceed \$5.00 will require prepayment.

Requests for records may be made in person, by mail, or by other reasonable methods to:

Portage County Sheriff's Office
Attention: Records
1500 Strongs Avenue
Stevens Point, Wisconsin 54481-3542
(715) 346-1400

Additional information on records requests and an on-line request form can be found at www.co.portage.wi.us/sheriff/admin-records/index.html.

All requests made will be evaluated against established legal standards contained in section 19.35 of the Wisconsin state statutes, and may require extensive review or attention in preparation. Every effort will be made to return a response to any requestor as soon as reasonably practical.

Official:

/S/

Chief Deputy Daniel Kontos
Records Custodian, Portage County Sheriff's Office