

## **Camden County Sheriff's Office**

### **Sunshine Law Policy Statement**

It is the policy of the Camden County Sheriff's Office to comply with the provisions of Chapter 610, RSMo., commonly referred to as the Sunshine Law. In furtherance of this policy it is noted:

Section 610.023.1, RSMo., provides that a public governmental body is to appoint a custodian who is to be responsible for the maintenance of that body's records and the identity and location of the custodian is to be made available upon request; and

Section 610.026, RSMo., provides that a public governmental body may prescribe reasonable fees for providing access to or furnishing copies of public records, and that those fees shall not exceed the actual cost of document search and duplication; and

Section 610.28.2, RSMo., provides that a public governmental body shall provide a reasonable written policy in compliance with Sections 610.010 to 610.030, RSMo. commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

In accordance with the provisions of the Sunshine Law, the following is adopted as the policy of the Camden County Sheriff's Office:

1. That the supervisor of the Records/Warrant Division is the appointed custodian of the records for the Camden County Sheriff's Office, except those related to the Adult Detention Center.  
The Adult Detention Center administrative assistant is appointed as the custodian of records for all adult detention center related records. All records are located at 1 Court Circle, Suite 13, Camdenton, Missouri, 65020.
2. That the custodian shall make public records available for inspection and copying during regular business hours at the Camden County Sheriff's Office as provided by law. When another time or place is more convenient to the parties, the custodian may designate other employees to make alternative arrangements for the production of public record for inspection and/or copying.
3. That the custodian shall respond to all requests for access to or copies of a public record within the time period provided by statutes, except in those circumstances authorized by statute.
4. That the fee which may be charged for access to or furnishing copies of public records shall be hereinafter provided said fees having been determined to comply with the provisions of Section 610.026 RSMo.
  - a. Research/Copy time spent on the request (based on the average salary for a Records Clerk position/\$11.00 per hour) will be assessed per record; Records

- shall include booking photos, investigative reports, jail arrest record/census and inmate files/booking cards.
- b. A fee of 10 cents per page (black and white) and/or 75 cents per page (color copy) will be assessed for supplies.
  - c. A fee of \$21.00 per Photo CD from Hard Drive.
  - d. A fee of \$30.00 per Photo CD from a CD.
  - e. A fee of \$30.00 per Audio Recording to CD.
  - f. A fee of \$45.00 per Video to CD/DVD.
  - g. A fee of \$20.02 plus 47 cents per page for medical records (with signed HIPAA release only).
  - h. A fee which includes only the cost of copies, equipment use, programming and staff time required in the production of a public record maintained on computer, facilities, recording tapes or disc, videotapes or film, pictures, graphics, illustrations or similar audio or visual items or devices.
  - i. Documents may be furnished without charge or at a reduced charge when the Camden County Sheriff's Office determines that waiver or reduction of the fee is in a public interest because it is likely to contribute significantly to a public understanding of the operations or activities of the Camden County Sheriff's Office and is not primarily in the commercial interest of the requestor.
5. The above fees may be required to be paid in advance.
  6. All records retained by or of the Camden County Sheriff's Office, whether created or obtained from any source whatsoever, are closed to the extent allowed by law.