



**Chad Koranda**  
*Sheriff*  
**Collin Gilles**  
*Chief Deputy*

## ACCESS TO PUBLIC RECORDS

### 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:

Pierce County Sheriff's Office – Records  
PO Box 9  
555 West Overlook Dr  
Ellsworth, WI 54011  
715-273-5051 – ask for the Records Department

Request may be made during the Sheriff's Office normal business hours of 8:00am – 4:00pm, Monday thru 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 the requester of the availability of 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.

### Fee Schedule:

Accident Reports	\$ .25/pg
Incident Reports	\$ .25/pg
Additional Information	\$ .25/pg
DVD/CD	\$5.00 (reproduced)
Body Camera Video	Lowest wage rate/hr
Radio/Phone Audio	Lowest wage rate/hr
Location Fee	Lowest wage rate/hr
Postage	Current Rate

The Sheriff may charge the actual, necessary and direct cost of producing a record. 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.