

SHERIFF-CORONER DEPARTMENT COUNTY OF ORANGE

CALIFORNIA

SANDRA HUTCHENS SHERIFF-CORONER

> UNDERSHERIFF JOHN L. SCOTT

EXECUTIVE COMMAND TIM BOARD RICK DOSTAL MIKE JAMES

COMMANDERS
MARK BILLINGS
LEE TRUJILLO
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JAY LEFLORE

320 N. FLOWER STREET SANTA ANA, CA 92703 (714) 647-7000

February 26, 2010

Guidelines for making a California Public Records Act (CPRA) request:

Reports and other documents requested without a subpoena, court order or specific statutory authority will be treated as a request made under the California Public Records Act (CPRA). Many of the Sheriff's records may be exempt from disclosure under the provisions of the CRPA. Cal. Gov. Code § 6254. In order to identify responsive records and review them for possible exemptions, the Sheriff may take up to 10 days to respond to a CPRA request (Cal. Gov. Code § 6253(c)) and, if necessary, may take a reasonable period of time thereafter to produce the non-exempt records that are responsive to the request (*Motorola Communication & Electronics v. Dept. of General Svcs.*, 55 Cal. App. 4th 1340, 1349 (1997)).

Per Board resolution, copies are \$0.15 per page.

To make a CPRA request to the Sheriff's Department you may:

- Send an e-mail to: prarequests@ocsd.org
- Mail a written request to: 320 N. Flower Street, Santa Ana, CA 92703, ATTN: CPRA
- **Go in person to**: Brad Gates Building at: 320 N. Flower Street, Santa Ana, CA 92703 1st Floor, Public Counter
- **Fax a request to**: (714) 834-5466, ATTN: CPRA
- **Telephone**: (714) 834-6480 or (714) 834-6465

