



320 N. FLOWER STREET
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(714) 647-7000

**SHERIFF-CORONER DEPARTMENT
COUNTY OF ORANGE
CALIFORNIA**

**SANDRA HUTCHENS
SHERIFF-CORONER**

EXECUTIVE COMMAND STAFF
JACK ANDERSON
J. B. DAVIS
RICK DOSTAL
CHARLES WALTERS

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

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 CPRA. 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 St., Santa Ana, CA 92703, Attn: CPRA
- **Go in person to:** Brad Gates Bldg. at: 320 N. Flower St., Santa Ana, CA 92703 – 1st floor public counter
- **Fax a request to:** 714-834-5466, Attn: CPRA
- **Or call:** 714-834-6480 or 714 834-6465

PROUDLY SERVING THE UNINCORPORATED AREAS OF ORANGE COUNTY AND THE FOLLOWING CITIES AND AGENCIES:

ALISO VIEJO • DANA POINT • LAGUNA HILLS • LAGUNA NIGUEL • LAGUNA WOODS • LAKE FOREST • MISSION VIEJO
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