

ST. CROIX COUNTY SHERIFF'S OFFICE

1101 Carmichael Road, Hudson, WI 54016

715-381-4320 Fax: 715-386-4606

www.sccwi.gov



Scott L. Knudson

Sheriff

Brent Standaert

Chief Deputy

Field Services

Investigations, Patrol, Court Services
715-381-4320 Fax: 715-386-4606

Corrections

Jail, Huber, Day Report Center
715-386-4752 Fax: 715-381-4402

Support Services

Emergency Communications
Emergency Management, Records
715-386-4751 Fax: 715-386-4389

NOTICE: ACCESS TO PUBLIC RECORDS

Effective 01/2011 Revised 08/2022

Provided pursuant to Wis. Stat. § 19.34.

You have a right to inspect and copy certain records under Wisconsin's Public Records Law, Wis. Stat. §§ 19.31-19.39.

OFFICE DESCRIPTION

The mission of the St. Croix County Sheriff's Office is to enhance the quality of life in St. Croix County by working collaboratively with our public safety partners and community members to honorably safeguard the lives, property and constitutional rights of the citizens we serve. This is accomplished by providing quality emergency communications service to the public and emergency service providers; enforcing the law with integrity and fairness; supporting local governments in preparedness, response and recovery efforts; and providing for a safe environment for residents and visitors.

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:

St. Croix County Sheriff
ATTN: Public Records Request
1101 Carmichael Road
Hudson, WI 54016
(715) 381-4320
Email: sheriff@sccwi.gov

Requests may be made during the Sheriff's Office normal office hours of 8:00 a.m. to 4:30 p.m., Monday through 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 you of the availability of the 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.

FEES

The Sheriff may charge the actual, necessary, and direct cost of producing a record. When the request calls for a copy of a record, and the record can be photocopied, the Sheriff's Office may charge its standard fee of \$0.25 for each impression produced in response to the request. If the request is for an accident report, the Sheriff's Office charges a fee of \$5.00 per report (up to 20 pages), and \$0.25 per page thereafter. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the Sheriff's Office may charge the actual cost of creating a readily comprehensible copy. The Sheriff's Office charges \$3.00 for a record on a DVD or CD and \$7.00 for a record on an 8 GB flash drive. The Sheriff's Office may charge the actual, necessary, and direct costs of locating the records if they exceed \$50. If the records are mailed to the requester, the Sheriff's Office may charge the actual, necessary and direct shipping cost.

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. The above fees apply except where a different fee is authorized by law. The Sheriff's Office may request pre-payment if the total costs are greater than \$5. Checks should be made payable to St. Croix County.