

CITY OF  
*Sheridan*



—•• W Y O M I N G ••—

**City of Sheridan  
Policies & Procedures**

**Policy No. 100**

## Public Records Processing Policy

### I. PURPOSE

A systematic process for the receipt, tracking, processing and delivery of requested public records to individuals, groups and other entities. The release of records is regulated by federal law, state statutes, court orders and by this policy. Personnel shall treat all information they learn in the performance of their job in a confidential manner and shall not disperse such information to anyone not duly authorized to receive the information. The records maintained by the City and the ability to access them are means to provide trust between the public and the City.

1. **SCOPE:** This policy applies to all public records requests external to the City of Sheridan municipal government.
2. **REFERENCES:** The Wyoming Public Records Act (Wyoming Statute § 16-4-201 to 16-4-205) establishes the rules of access to public records by persons in interest (the persons whom the records are about) and the public.
3. **DEFINITIONS:** Public records, when not otherwise specified, includes any information in a physical form created, accepted, or obtained by the state or any agency, institution or political subdivision of the state in furtherance of its official function and transaction of public business which is not privileged or confidential by law. Without limiting the foregoing, the term "public records" includes any written communication or other information, whether in paper, electronic, or other physical form, received by the state or any agency, institution or political subdivision of the state in furtherance of the transaction of public business of the state or agency, institution or political subdivision of the state, whether at a meeting or outside a meeting.
4. **RESPONSIBILITIES:** The City Administrator shall have the responsibility of implementation, through the coordination with executive staff, and shall enforce the administration of the policy.
5. **POLICY:** The custodian of any public records shall allow any person the right of inspection of the records or any portion thereof except for those records listed in **Attachment A, Attachment C, and Attachment D.**
6. When there is a right of access to public records, the person requesting the records may request that copies, printouts, or photographs of the records be provided, and the custodian of those records should provide the copies for a reasonable fee set by this policy. A Department Head or the City Administrator may order a deviation from the fee schedule listed in **Attachment B** provided such deviation is in the best interest of the public or public safety. If the custodian does not have the equipment or facilities for copying the records, the person who requests them is entitled to access for the purpose

of copying. This must be done while the records are still in the custody and possession of the custodian of the records and at his or her direction.

7. A person seeking public records does not have to give a reason or show a need for the information being sought.
8. Fees or charges assessed by a custodian of a public record shall first be in accordance with **Attachment B** of this policy. A Department Head or the City Administrator may order a deviation from the fee schedule listed in **Attachment B** provided such deviation is in the best interest of the public or public safety. The fee schedule is subject to change from time to time through Resolutions approved by City Council.
9. The Public Records Act grants jurisdiction over disputed questions of access to the District Court. Should a member of the public seek access to denied records, he or she may apply to the court for an order to the custodian of the record to show cause as to why the custodian is not allowing access. The custodian of the records may also apply to the court for an order prohibiting access when the custodian of the records believes that "disclosure of the contents of the records would do substantial injury to the public interest," even if access to the records is otherwise allowed under the act.
10. Public Record Requests for the City of Sheridan Police Department and the City of Sheridan Fire Department shall be subject to the procedure defined in **Attachment C and D** respectively.

## **II. Public Records Disclosure**

A. The Wyoming Supreme Court has identified a constitutional right of access to public records. The Wyoming Public Records Act should be interpreted liberally in favor of disclosure. Department records shall be available to the public unless a legal prohibition to disclosure can be shown.

B. The department has discretion to prohibit access to certain records on the grounds that disclosure would be contrary to the public interest or constitute an unwarranted invasion of privacy.

C. When withholding information from public disclosure, custodians must use their discretion on a selective basis, rather than through withdrawal of entire categories of records.

D. If records are withheld, the records custodian has the burden to show:

1. That the harm caused by disclosure is based in fact and not merely conjecture or speculation; and
2. Public-interest protection outweighs the public policy which emphasizes disclosure.

## **III. Public Records Requests**

A. The City Clerk is the official custodian of all records which are centrally maintained by the City. Department Heads are the official custodians of all records maintained within their departments. However, with the exception of Police Department and Fire Department records,

all public records requests must be directed to the City Clerk or Customer Service Area. Requests for records from the Police Department shall be made directly to the Police Chief or his designee. Requests for records from the Fire Department shall be made directly to the Fire Chief or his designee.

B. Public records requests will be accommodated during regular business hours between 8:00 a.m. and 5:00 p.m. on regular business days. Public records requests will not be accepted on weekends or holidays.

C. Public records requests shall be made using a form approved by the City Administrator which may be modified by staff from time to time to improve the administrative efficiency of this intended policy and procedures. The City of Sheridan may also offer online application process in an attempt to improve the services provided to the public. The City of Sheridan Police Department and Fire Department may create their own application or online process to improve the services provided to the public.

#### **IV. Inspection (WS § 16-4-202)**

A. All public records maintained by the City shall be promptly prepared and made available for inspection to any person during regular business hours. Prompt inspection and copies of records within a reasonable amount of time which shall include the opportunity for legal review. The time for compliance with a request for public records shall depend upon the availability of records and the volume of records requested. Wyoming Statute §16-4-202 provides, in part: "If a public record is readily available, it shall be released immediately to the applicant so long as the release does not impair or impede the agency's ability to discharge its other duties."

B. A public records request may be made in writing or verbally. The City Clerk shall ask the requester to put a verbal request in writing (utilizing the City Public **Records Request** or the online public records request submittal portal),

C. Public records can be accessed by one of the following methods: 1) a request to view public records in person at the Customer Service Area if reasonably accessible; 2) a request for copies of public records which the requester will personally pick up from the Customer Service Area; or 3) a request for copies of public records which the requester wants to have mailed or otherwise delivered to the requester.

D. **Transmitting copies of public records.** A requester may request that copies of public records be transmitted to him or her by U.S. Mail or by any other means of transmission that is available and is conducive to transmitting the public records (Fed Ex, UPS, fax, email). The cost of transmitting must be paid by the requester before the public records will be transmitted. While the City is under no obligation to provide records in electronic format, it is the policy of the City to provide information to the public in the most convenient way that is practical considering all of the circumstances. Therefore, if the City receives a request for information to be made available in an electronic format, such request will be forwarded to the City Clerk for a determination as to whether such information will be generated and released in an electronic format.

## V. Fee Schedule (WS §16-4-204)

A. The City may charge reasonable fees for copies, printouts or photographs of public records.

B. The fee schedule is not applicable for brochures, handouts, newsletters, or other items designed for mass distribution, which will be made available free of charge.

C. The City may charge for staff time spent per **Attachment B**.

D. The City shall provide an estimation of cost to the requesting party prior to generating the requested information and shall request that the estimated cost be paid prior to producing the requested documentation.

## VI. Denial of a Public Records Request

A. Under certain circumstances, records are not defined as public records under Wyoming Statute §16-4-203. In these situations, the public record request will be denied on that basis. A denial that is responding to a written public records request will also be given in writing. Written reasons for denial will not be required for non-written public records requests. Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority, unless federal or state law authorized or requires the redaction.

B. **Redaction.** This is the process of obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a record. Examples of redaction are blacking out or whiting out or cutting out portions of a document. When a public record contains information that is not within the definition of a public record as defined by law, the City Clerk, Police Chief, Fire Chief or Public Records Custodian will make available that portion of the public record that does meet the definition of a public record. The City Clerk, Police Chief, Fire Chief or Public Records Custodian shall make a copy of the Public record, perform the redaction, make a copy of the redacted sheet, and then make the second copy available to the requester. The requester will not be charged for the first copy made. The first copy will be retained by the City Clerk, Police Chief, Fire Chief or Public Records Custodian.

C. **Requests that are ambiguous, overly broad, or difficult to identify.** At times, a requester may make a public records request which may not be identifiable to the City Clerk, Chief of Police, Fire Chief or Public Records Custodian. In such circumstances, the City Clerk, the Chief of Police, Fire Chief or Public Record Custodian shall inform the requester that the public records request is denied but will give the requester an opportunity to more accurately describe the public records sought. If the requester is seeking public records organized in a certain way, but the public records are not organized in that way, the Public Records Custodian will inform the requester of the manner that the public records of the office under discussion are

maintained and accessed. The requester may then submit a public records request that more accurately reflects the organization of the public records and the actual public records sought by the requester.

D. Wyoming Statute §16-4-202(d)(ii)(iii) states "An agency shall provide an electronic record in alternative formats unless doing so is impractical or impossible"; "An agency shall not be required to compile data, extract data or create a new document to comply with an electronic record request if doing so would impair the agency's ability to discharge its duties."

## **VII. Compliance**

**A.** With any public records request, the City Clerk, Police Chief, Fire Chief or Public Records Custodian reserves the right to consult with legal counsel prior to the release of such public records. This is to allow the City to comply with laws prohibiting the release of certain records.

## **VIII. Procedures**

**A. Requests:** Requests for information, regardless of the method of submittal, shall be entered into a tracking system to identify:

1. The nature of each request. Each request shall be a single record or set of records.
2. Contact information of the person requesting the information if the request cannot be fulfilled at the point of receipt of the request.
3. The date and time the request was received.
4. The identity of the city staff that received the request.
5. Other relevant information as required.

**B. Notification:** All requests shall be submitted to the custodian of the records and notification of the request shall be submitted to the immediate supervisor and/or the Department Head, at a minimum. If additional supervisory levels exist within the department holding the requested record, additional notification may be made to the staff as directed by the Department Head.


**C. Time and Cost Estimate of request:** The custodian of the records requested shall, within a maximum of three (3) business days, notify the required party of the ability, time and cost required to: produce the files for viewing or to provide hard copies or electronic copies. The custodian shall request that the estimated cost be paid for prior to producing the requested documents.

**D. Status of the request - communication to request:** Within two (2) business days of receiving the time and cost estimate to produce the records; the staff responsible for the receipt of the request, i.e. the Clerk's Office or Customer Service Area shall communicate the time required, the estimated delivery date of the records, and any associated costs to the requester of the records. The staff shall request that the estimated cost be paid for prior to producing the requested documents.

**E. Authorization to proceed:** Upon confirmation the requestor is affirming the time and cost estimate to produce the record, the receiving staff shall provide authorization to proceed in collecting and delivering the records. Delivery of the records: The city shall endeavor to produce the records, if they are in possession, of any and all documents not otherwise restricted by law within a reasonable time frame considering the operational workload of the department. All efforts will be made to produce the records within seven (7) working days from the date of the authorization to proceed.

**F. Reporting:** The staff responsible for the receipt of the request, i.e. the Clerk's Office or Customer Service Area shall report the status of all current requests to the department where the records exist and to the City Administrator on a regular basis as directed by the City Administrator. Additional reporting or online review shall be provided to internal and external individuals or organizations as requested.

**IX. Policy Established**

  
\_\_\_\_\_  
Mayor Miller

  
\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_  
Cecilia Good, City Clerk



## Attachment A

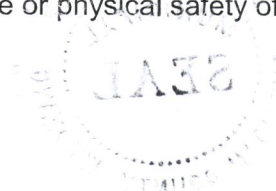
(Attachment A to Policy No. 100 Public Records Processing Policy)

(a) The custodian of any public records shall allow any person the right of inspection of the records or any portion thereof except on one (1) or more of the following grounds or as provided in subsection (b) or (d) of this section:

- (i) The inspection would be contrary to any state statute;
- (ii) The inspection would be contrary to any federal statute or regulation issued thereunder having the force and effect of law; or
- (iii) The inspection is prohibited by rules promulgated by the Supreme Court or by the order of any court of record.

(b) The custodian may deny the right of inspection of the following records, unless otherwise provided by law, on the ground that disclosure to the applicant would be contrary to the public interest:

- (i) Records of investigations conducted by, or of intelligence information or security procedures of, any sheriff, county attorney, city attorney, the attorney general, the state auditor, police department or any investigatory files compiled for any other law enforcement or prosecution purposes;
- (ii) Test questions, scoring keys and other examination data pertaining to administration of a licensing examination and examination for employment or academic examination. Written promotional examinations and the scores or results thereof shall be available for inspection, but not copying or reproduction, by the person in interest after the examination has been conducted and graded;
- (iii) Except as otherwise provided by Wyoming statutes or for the owner of the property, the contents of real estate appraisals made for the state or a political subdivision thereof, relative to the acquisition of property or any interest in property for public use, until such time as title of the property or property interest has passed to the state or political subdivision. The contents of the appraisal shall be available to the owner of the property or property interest at any time;
- (iv) Interagency or intra-agency memoranda or letters which would not be available by law to a private party in litigation with the agency;
- (v) To the extent that the inspection would jeopardize the security of any structure owned, leased or operated by the state or any of its political subdivisions, facilitate the planning of a terrorist attack or endanger the life or physical safety of an individual, including:





- (A) Vulnerability assessments, specific tactics, emergency procedures or security procedures contained in plans or procedures designed to prevent or respond to terrorist attacks or other security threats;
- (B) Building plans, blueprints, schematic drawings, diagrams, operational manuals or other records that reveal the building's or structure's internal layout, specific location, life and safety and support systems, structural elements, surveillance techniques, alarms, security systems or technologies, operational and transportation plans or protocols, personnel deployments for airports and other mass transit facilities, bridges, tunnels, emergency response facilities or structures, buildings where hazardous materials are stored, arenas, stadiums and waste and water systems;
- (C) Records of any other building or structure owned, leased or operated by the state or any of its political subdivisions that reveal the building's or structure's life and safety systems, surveillance techniques, alarm or security systems or technologies, operational and evacuation plans or protocols or personnel deployments; and
- (D) Records prepared to prevent or respond to terrorist attacks or other security threats identifying or describing the name, location, pharmaceutical cache, contents, capacity, equipment, physical features, or capabilities of individual medical facilities, storage facilities or laboratories established, maintained, or regulated by the state or any of its political subdivisions.

(c) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law:

- (i) Medical, psychological and sociological data on individual persons, exclusive of coroners' verdicts and written docketts as provided in W.S. § 7-4-105(a);
- (ii) Adoption records or welfare records on individual persons;
- (iii) Personnel files except those files shall be available to the duly elected and appointed officials who supervise the work of the person in interest. Applications, performance ratings and scholastic achievement data shall be available only to the person in interest and to the duly elected and appointed officials who supervise his work. Employment contracts, working agreements or other documents setting forth the terms and conditions of employment of public officials and employees are not considered part of a personnel file and shall be available for public inspection;
- (iv) Letters of reference;
- (v) Trade secrets, privileged information and confidential commercial, financial, geological or geophysical data furnished by or obtained from any person;

- (vi) Library, archives and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of the contributions;
- (vii) Hospital records relating to medical administration, medical staff, personnel, medical care and other medical information, whether on individual persons or groups, or whether of a general or specific classification;
- (viii) School district records containing information relating to the biography, family, physiology, religion, academic achievement and physical or mental ability of any student except to the person in interest or to the officials duly elected and appointed to supervise him;
- (ix) Library patron transaction and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child;
- (x) Information obtained through a 911 emergency telephone system or through a verification system for motor vehicle insurance or bond as provided under W.S. § 31-4-103(e) except to law enforcement personnel or public agencies for the purpose of conducting official business, to the person in interest, or pursuant to a court order;
- (xi) Records or information compiled solely for purposes of investigating violations of, and enforcing, internal personnel rules or personnel policies the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (xii) Information regarding the design, elements and components, and location of state information technology security systems and physical security systems;
- (xiii) Records or information relating to individual diagnoses of contagious, infectious, communicable, toxic and genetic diseases maintained or collected by the Wyoming state veterinary laboratory as provided in W.S. § 21-17-308(e);
- (xiv) Information concerning an agricultural operation, farming or conservation practice, or the land itself, if the information was provided by an agricultural producer or owner of agricultural land in order to participate in a program of the state or any agency, institution or political subdivision of the state. The custodian shall also deny the right of inspection to geospatial information maintained about the agricultural land or operations. Provided, however, that if otherwise permitted by law, the inspection of the information described in this paragraph shall be allowed in accordance with the following:
  - (A) The custodian may allow the right of inspection when responding to a disease or pest threat to agricultural operations, if the custodian determines that a threat to agricultural operations exists and the disclosure of information is necessary to assist in responding to the disease or pest threat as authorized by law;

- (B) The custodian shall allow the right of inspection of payment information under a program of the state or of any agency, institution or political subdivision of the state, including the names and addresses of recipients of payments;
- (C) The custodian shall allow the right of inspection if the information has been transformed into a statistical or aggregate form without naming:
  - (I) Any individual owner, operator or producer; or
  - (II) A specific data gathering site.
- (D) The custodian shall allow the right of inspection if the disclosure of information is pursuant to the consent of the agricultural producer or owner of the agricultural land;
- (E) As used in this paragraph:
  - (I) "Agricultural operation" means the production and marketing of agricultural products or livestock;
  - (II) "Agricultural producer" means any producer of livestock, crops or dairy products from an agricultural operation.
- (xv) Within any record held by an agency, any income tax return or any individual information derived by the agency from an income tax return; however information derived from these documents may be released if sufficiently aggregated or redacted so that the persons or entities involved cannot be identified individually;
- (xvi) Except as required in a contested case hearing, any individual records involved in any workers' compensation claim; however information derived from these documents may be released if sufficiently aggregated or redacted so that the persons or entities involved cannot be identified individually;
- (xvii) Any records of the consensus revenue estimating group as defined in W.S. § 9-2-1002, that discloses information considered by, or deliberations or tentative decisions of, the group;
- (xviii) Information obtained through a peace officer recording provided that:
  - (A) The custodian shall allow the right of inspection to law enforcement personnel or public agencies for the purpose of conducting official business or pursuant to a court order;
  - (B) The custodian may allow the right of inspection:

- (I) To the person in interest;
- (II) If the information involves an incident of deadly force or serious bodily injury as defined in W.S. § 6-1-104(a)(x);
- (III) In response to a complaint against law enforcement personnel and the custodian of the information determines inspection is not contrary to the public interest;
- (IV) In the interest of public safety.

## Attachment B – Fees Schedule

(Attachment B to Policy No. 100 Public Records Processing Policy)

The following tiered fee schedule shall apply to all non-city organizations and individuals public records requests and is not applicable to copying/production of documents for internal departments of the City of Sheridan municipal government. Additionally, the following schedule is not applicable for brochures, handouts, newsletters, or other items designed for mass distribution, which will be available free of charge. The fee schedule is subject to change from time to time through a Resolution approved by City Council.

### Section 1 Copy Charges:

Per Copy Charges:

Letter Size	1 Sided	10 Cents Black/White	30 Cents Color
Letter Size	2 Sided	15 Cents Black/White	35 Cents Color
Legal Size	1 Sided	15 Cents Black/White	35 Cents Color
Legal Size	2 Sided	20 Cents Black/White	40 Cents Color
11" x 17"	1 Sided	20 Cents Black/White	40 Cents Color
11" x 17"	2 Sided	25 Cents Black/White	45 Cents Color
Special Media – Cost of media plus time			

**Tier One Requests:** processing easily accessible records within the immediate office /location of the point of submitting the public records request. A \$5.00 base charge will apply to Tier One requests. Additional charges may be incurred for documents processed through a third party provider.

**Tier 2 Requests:** searching for and locating documents not readily available within the immediate office /location of the point of submitting the public records request. – If staff time is needed in excess of ¼ hour, an estimated charge shall be submitted to the person/entity requesting the records for confirmation before the records are located. If the requestor acknowledges and accepts the additional cost to locate and provide for inspection and/or copying the records the search will commence within a reasonable time frame. The first ½ hour of staff time will not be charged above the \$5.00 base charge with any additional ½ hour to be charged a base rate of \$30.00 per hour up to a maximum of 3 hours.

**Tier 3 Requests:** locating and producing records where an excess of staff time over and above the Tier 2 time of 3 hours and/or requiring transferring or redacting records to:

- a. Comply with any state statute;
- b. The inspection would be contrary to any federal statute or regulation;
- c. The inspection is prohibited by rules promulgated by the Supreme Court or by the order of any court of record; or
- d. The inspection would be contrary to the public interest.
- e. The additional charge shall be \$50.00 per hour.

## **Attachment C - City of Sheridan Police Department**

(Attachment C to Policy No. 100 Public Records Processing Policy)

**A. Statutory Restrictions.** The following information should not be released by the department due to statutory restrictions:

1. The identity of victims of sexual related crimes or information reasonably likely to disclose their identities prior to filing an information or indictment. Wyoming Statute § 6-2-319 and 6-4-402.

2. The identity of a suspect of a sexual related crime prior to filing an information or indictment. Wyoming Statute § 6-2-319.

3. Sexual assault victim medical examination information and reports pursuant to Wyoming Statute § 6-2-309(m).

4. Records related to child abuse and neglect, juvenile justice, and child in need of supervision cases, including but not limited to records of the multidisciplinary team, pursuant to Wyoming Statutes § 14-3-427(g), 14-3-437, 14-3-439, 14-6-203(g) and (j), 14-6-227(g), 14-6-240.

5. All records concerning reports and investigations of vulnerable adult abuse, neglect, exploitation, abandonment, or self-neglect as defined in W. S. § 6-2-507 are confidential except central registry records for employee and volunteer screening purposes as provided by W. S. § 35-20-116. See Wyoming Statute § 35-20-112.

6. Medical, psychological, or sociological data on individual persons. Wyoming Statute § 16-4-203(d)(i).

7. Adoption records or welfare records on individual persons. Wyoming Statute § 16-4-203(d)(ii).

8. Personnel files excluding terms and conditions of employment. Wyoming Statute § 16-4-203(d)(iii).

9. Trade secrets, financial data furnished by or obtained from any person. Wyoming Statute § 16-4-203(d)(v).

10. Hospital records relating to medical administration, medical care and other medical information. Wyoming Statute § 16-4-203(d)(vii).

11. School records relating to students and their families. Wyoming Statute § 16-4-203(d)(viii).

12. Information obtained through E911 emergency telephone system except to persons in interest. Wyoming Statute § 16-4-203(d)(x).

13. Records or information compiled solely for purposes of investigating violations of, and enforcing, internal personnel rules or personnel policies, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. Wyoming Statute 16-4-203(d)(xi).

14. Domestic violence protection orders, petitioners' and their children's identifying information pursuant to Wyoming Statute § 35-21-105(e).

15. Information presented to a grand jury pursuant to Wyoming Statute § 7-5-207, 7-5-208, and 7-5-308.

16. Involuntary commitment records pursuant to Wyoming Statute § 25-10-122.

17. Crime victims' compensation application pursuant to Wyoming Statute § 1-40-107(d).

18. Criminal history record information pursuant to Wyoming Statute § 7-19-106.

19. Sex offender registration information pursuant to Wyoming Statute § 7-19-303(b) except that made public through the public registry.

20. Administrative subpoena information regarding child exploitation investigations pursuant to Wyoming Statute § 9-1-640(j).

21. Open investigation information, unless authorized by the investigating officer or higher-ranking official. Wyoming Statute § 16-4-203(b)(i).

**B. Redaction.** Although the Freedom of Information Act (5 U.S.C 522) does not specifically apply to municipalities, it may be used in order to provide some guidance regarding content that may be redacted including records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information:

1. Could reasonably be expected to interfere with enforcement proceedings;
2. Would deprive a person of a right to a fair trial or an impartial adjudication or give one party to a controversial issue an unfair advantage by exclusive access to such information;
3. Could reasonably be expected to disclose the identity of a confidential source that furnished information on a confidential basis;
4. Would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law; or
5. Could reasonably be expected to endanger the life or physical safety of any individual.

**C. Supreme Court Restrictions.** The following information will not be released by the department due to rules promulgated by the Supreme Court:



1. Social security numbers, names of minor children, month and day of birth (year may be given), and financial account numbers.

2. Search warrant applications and affidavits until served and returned, pursuant to W.R.Cr.P. 41(i).

3. Records sealed by any court.

**D. NCIC and WCJIN Restrictions.** The following information will not be released by the department due to rules of NCIC and WCJIN:

1. Criminal history information obtained from other law enforcement agencies, justice agencies, or justice agency databases.

2. All requests for information should be referred to the agency of record.

**E. Public Interest Restrictions.** The release of the following information may be contrary to public interest. An examination must be made weighing the public's right to know against an individual's privacy interests.

1. The existence or contents of any confession, admission, or statements of the accused without approval of the prosecuting attorney prior to trial.

2. The identity of actual or prospective witnesses or informants to crimes.

3. Specific information concerning the planning of raids or other specific enforcement efforts.

4. Information which, if prematurely released, may interfere with the investigation or apprehension, such as the nature of leads, specifics of a method of operation, details of a crime known only to the perpetrator and the police, or information which may cause the suspect to flee or more effectively avoid apprehension.

5. The identity of any critically injured or deceased person before the notification of next of kin.

**F. Juvenile Restrictions.** Criminal offenses - Juvenile's names, addresses, or other distinctly unique information, which would serve to identify the juvenile shall not be released except for routine traffic offenses in municipal court. Age, sex, and details of the offender are releasable when requested.

**G. Additional Requirements.** Additional requirements for the release of Police Department documents may be required based on Police Department policy 14.4.

## **Attachment D - City of Sheridan Fire Department**

(Attachment D to Policy No.100 Public Records Processing Policy)

### **Restrictions.**

1. Requests for release of protected health information shall be in accordance with HIPAA Policy guidelines.
2. When the request is made by letter, the Information Request Form will be filled out except for the signature and date with the letter attached.
  - A. All Information Request Forms shall be placed in the appropriate file for which information has been requested.
  - B. All requests for records shall be forwarded to the Fire Chief for his approval, denial, or referral to the City Clerk.
  - C. Daily run report information provided to the media for EMS calls shall be limited to time, general location, and type of call – trauma or medical.
3. Other calls for service can have all information provided except for cause if under investigation.