

✉ On 4/9/2024 1:20:01 PM, Spokane County Public Records Center wrote:

Subject: [Records Center] Sheriff Public Records Request :: S017104-020124

Body:

Heather J Kelly:

I'm writing to update you on your public records request assigned reference code S017104-020124.

An installment of responsive records are now available for download in the "My Request Center" of the public records portal. Instructions for downloading the files follows:

1. Navigate to the Spokane County Public Records Center by following the blue "Public Records Center" hyperlink contained in the footer of this email.
2. Log in with your user name and password. You will be taken directly into this request.
3. Click on the "Download All" button directly above the blue "Files" box.

***If you have a pop-up blocker, you will need to allow pop-ups for this site in order for the files to download. After they have downloaded, if the files do not open automatically, they will appear in your computer's "Downloads" folder.**

We have released the portions of the record(s) which are not exempt from disclosure by RCW 42.56.210 and/or other statutes. Please refer to the exemption log provided for information on redacted or withheld records.

Upon review of the records you will note that some information has been redacted. An exemption log accompanies the redacted records identifying the reasons for and statutes relied upon in making each determination to redact.

The Spokane County Sheriff's Office is obligated to provide records in accordance with the Washington State Public Records Act. Please note that the records you have requested may contain images and/or descriptions of events that are considered graphic in nature and may not be suitable for children or those who are sensitive to such material.

Please claim your installment by reviewing or downloading the available records. If this installment has not been claimed within 30 days, or by **05/09/2024**, this request will be considered abandoned and will be administratively closed as of that date. Once the available installment has been claimed, we will provide you with the estimated date of the next installment. To schedule an appointment to view the records in person at no charge, please call us at 509-477-6926.

Sincerely,
JOHN F. NOWELS, Sheriff
Spokane County

LB
Public Records Specialist

✉ On 2/6/2024 12:28:00 PM, Spokane County Public Records Center wrote:

Subject: [Records Center] Sheriff Public Records Request :: S017104-020124

Body:

Heather J Kelly:

In accordance with the Public Records Act, RCW 42.56.520, this message acknowledges receipt of your public records request, received by Spokane County on 2/1/2024. This request has been assigned reference code S017104-020124. Please include this code in any communications concerning this request.

Specifically, you requested:

“Under the Washington Public Records Act, §42.56 et seq., I am requesting the following records from the Spokane County Sheriff's Office:

- All policy manuals in effect between 2015 and 2023*
- All annual reports from 2015 to 2023*

Where possible, I would like the records provided electronically. This information is not being sought for commercial purposes. The Washington Public Records Act requires a response to this request be made within five (5) business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny part or all of my request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for your assistance.”

Our procedure is to locate records, review them for exemptions, and then prepare them for your inspection or copying. Due to the potential volume of records that may be responsive to this request, as well as the complexity of identifying and gathering the records, we anticipate processing this request in installments. We are currently processing over 792 active requests. This does mean that it can take time to process requests, but we work to provide requestors with installments of their records on a timely basis.

We reasonably anticipate an installment/requested records will be available on or before 04/12/2024. If public records become available in advance of this estimate, we will let you know. Conversely, if staff encounters a need to extend our estimate, we will advise accordingly.

With respect to audio recordings, please be advised that Spokane Regional Emergency Communications ("SREC") is the custodian of 911/Crime Check audio recordings as well as audio recordings of radio traffic. If

you are attempting to obtain audio recordings of 911/Crime Check calls and/or radio traffic, you need to submit a separate request to SREC directly via the following link: <https://srec911.com/>

Finally, please be advised that there may be fees associated with the copying of public records. Please take a moment to familiarize yourself with Spokane County's Public Records Request Policy and Fee Schedule, which can be found in the FAQs section.

Sincerely,
JOHN F. NOWELS, Sheriff
Spokane County

LB
Public Records Specialist

✉ On 2/1/2024 12:29:25 PM, Spokane County Public Records Center wrote:



Dear Heather J Kelly:

Thank you for your interest in public records of Spokane County. Your request has been received and is being processed in accordance with the State of Washington Public Records Act, Chapter 42.56 RCW. Your request was received in this office on 2/1/2024 and given the reference number S017104-020124 for tracking purposes.

Records Requested: Under the Washington Public Records Act, §42.56 et seq., I am requesting the following records from the Spokane County Sheriff's Office:

- All policy manuals in effect between 2015 and 2023
- All annual reports from 2015 to 2023

Where possible, I would like the records provided electronically. This information is not being sought for commercial purposes. The Washington Public Records Act requires a response to this request be made within five (5) business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny part or all of my request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for your assistance.

Not all public documents are available in electronic format. If the document(s) requested are not available electronically, we will make them available for inspection or by paper copy in accordance with the Public Records Act, Chapter 42.56 RCW.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request. You will be contacted about the availability and/or provided with copies of the records in question. PLEASE NOTE: The State of Washington Public Records Act, Chapter 42.56 RCW, does not require a governmental body to create new information, to do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed.

Please be advised that Spokane Regional Emergency Communications ("SREC") is the custodian of 911 and Crime Check audio recordings as well as audio recordings of dispatch and radio traffic. If you are attempting to obtain audio recordings of 911/Crime Check calls and/or radio traffic, you need to submit a separate request to SREC directly. You can submit a records request to SREC via their website, <https://www.srec911.com>.

Spokane County

To monitor the progress or update this request please log into the [Public Records Center](#)

 On 2/1/2024 12:29:24 PM, Heather J Kelly wrote:

Request Created on Public Portal