



Pacific County

PUBLIC RECORDS CENTER

02/13/2024

Heather Kelly
hejokelly@gmail.com

RE: Request for Records - P012202-020124 – 1st Installment Letter

Pacific County received your Request for Records on 2/1/2024 regarding: "Under the Washington Public Records Act, §42.56 et seq., I am requesting the following public records from the Pacific County Sheriff's Office: - Any and all policy manual(s) in effect between 2015 and 2023. - Annual reports from 2015 through 2023. 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 processing my request."

Upon request, we received your clarification: "[...] I do not need the corrections/custody policies so I'm glad you asked. I will take all the versions of PCSO policies for the timeframe I gave. As for the annual reports, I'm looking for things like annual data/summaries on crime trends, highlights/lowlights from the year, summaries of how each division performed, etc. They're often presented to city/county councils and the most recent year is sometimes published online. Here's an example of one from Redmond PD: <https://www.redmond.gov/DocumentCenter/View/27854/2022-Redmond-Police-Annual-Report-FINAL#:~:text=In%202022%2C%20Redmond%20police%20responded,property%2C%20and%20quality%20of%20life.>"

Per PCSO, they have nothing equivalent to an annual report. They have provided their organizational chart. There are 69 versions of the Lexipol Policy Manual from 2015 to 2023.

Pacific County has compiled the records for the first installment of responsive records. The records have been made available for download from the Public Records Center in the files:

PCSO Org Chart 20240130_V2.pdf
RELEASE_20150121_T054811-R.pdf
RELEASE_20150203_T041527-R.pdf
RELEASE_20150218_T054418-R.pdf

As per RCW 42.56.120 "If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request." We will consider this request abandoned and close this matter if this installment is not viewed/claimed within 30 days from the date of this letter (3/13/2024).

We are providing these records to you at no cost because they are being provided electronically through the Public Records Center and the number of electronic records falls below our threshold for charging.



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Please be advised that payment may be requested at a later date if you desire the records in a different format, or the total number of responsive records rises above our threshold for charging. Pacific County will notify you if payment will be required for the remainder of this request.

Pacific County will continue to make every reasonable effort to respond as promptly as possible to the remainder of your request. We anticipate providing the next installment by 2/29/2024. Please do not hesitate to contact me if you would like to further clarify your request, or have any questions.

Thank you and if you have any questions, please feel free to contact me.

Sincerely,

PACIFIC COUNTY
PUBLIC RECORDS CENTER

A handwritten signature in blue ink, appearing to read 'Katie Driggers', is positioned above the typed name. The signature is fluid and cursive.

Katie Driggers
Public Records Coordinator
kdriggers@co.pacific.wa.us

Available for Download: Installment #1