

S002316-020124 - Sheriff Public Records Request

Message History (12)

↩ On 6/17/2024 4:00:36 PM, Heather Kelly wrote:

Hello Mr. Anderson,

Please forgive the delayed response. Yes, I did receive your message and have downloaded the records. Thank you for your assistance!

Best,
Heather Kelly

✉ On 6/14/2024 3:22:52 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body:

RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference #S002316-020124

Dear Ms. Kelly:

Greetings. My name is Joseph Anderson and I am the deputy public records officer for Skamania County. I assist in reviewing and responding to public records requests (PRRs) for all departments.

On February 01, 2024, I received your public records request for **“the following records from the Skamania County Sheriff's Office: (1) All policy manuals in effect between 2015 and 2023; and (2) All annual reports from 2015 to 2023.”**

As you know, we released the first installment of records responsive to your request on May 3, 2024.

On May 24, 2024, I sent you a message via the portal asking you to **please confirm receipt of and access to the first installment of records responsive to your request.**

To wit, we never received a response to this inquiry. Also, to date, the records released do not appear to have been downloaded or otherwise accessed by you. We have not located any additional responsive records, but I want to make sure that you are able to access/download the records already released before we prepare to close this request as complete.

If you would like us to proceed with your public records request, please provide this requested confirmation **within thirty (30) days from June 14, 2024**. Otherwise, we will consider your request or the unclear portion of your request withdrawn. You may provide a response by replying to this email, by regular mail, by phone, or in person. My contact information is below.

Upon receiving clarification, I will respond further to your public records request and let you know if your clarification requires me to extend my estimate for when your records will be available.

Thank you for your patience in awaiting this information. Please feel free to contact me if you have any further questions or concerns by replying to this email or at my phone number below.

Sincerely,

Joseph Anderson
Deputy Public Records Officer
Office of the Skamania County Prosecuting Attorney
240 NW Vancouver Avenue | PO Box 790
Stevenson, WA 98648
509-427-3791

✉ On 5/24/2024 1:52:25 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body:

RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference #S002316-020124

Dear Ms. Kelly:

Greetings. My name is Joseph Anderson and I am deputy the public records officer for Skamania County. I assist in reviewing and responding to public records requests (PRRs) for all departments.

On February 01, 2024, I received your public records request for "**the following records from the Skamania County Sheriff's Office: (1) All policy manuals in effect between 2015 and 2023; and (2) All annual reports from 2015 to 2023.**"

On 5/3/2024, we released the **first installment** of records responsive to your request.

Can you please confirm receipt of and access to the first installment of records responsive to your request?

Additionally, I have been advised that the Sheriff's Office does not create or maintain annual reports such as the submitted example from the Clark County Sheriff's Office.

I reasonably believe that the **next installment** of records responsive to your request, if any, will be available **on or before 6/14/2024**. However, I may encounter a need to extend my estimate, in which case I will contact you with a revised estimated date.

Please note that if you do not review and download any installment of your records within thirty (30) days of being alerted that it is available, that installment may be removed from the system, and your entire request will be **closed**, in which case you will have to start the public records process all over again to receive your requested records. Your request will in any case be **closed** after you have been alerted that the last installment is available.

Thank you for your patience in awaiting this information. Please feel free to contact me if you have any further questions or concerns by replying to this email or at my phone number below.

Sincerely,

Joseph Anderson
Deputy Public Records Officer
Office of the Skamania County Prosecuting Attorney
240 NW Vancouver Avenue | PO Box 790
Stevenson, WA 98648
509-427-3791
janderson@co.skamania.wa.us

✉ On 5/3/2024 3:49:53 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body:

RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference #S002316-020124

Dear Ms. Kelly:

Greetings. My name is Joseph Anderson and I am deputy the public records officer for Skamania County. I assist in reviewing and responding to public records requests (PRRs) for all departments.

On February 01, 2024, I received your public records request for **"the following records from the Skamania County Sheriff's Office: (1) All policy manuals in effect between 2015 and 2023; and (2) All annual reports from 2015 to 2023."**

After reviewing our files, we have located records that are responsive to your request. Please log in to the Skamania County Public Records Center at the following link to retrieve the **first installment** of these records:

[Sheriff Public Records Request - S002316-020124](#)

I reasonably believe that the **next installment** of records responsive to your request (if any) will be available **on or before 5/24/2024**. However, I may encounter a need to extend my estimate, in which case I will contact you with a revised estimated date.

Please note that if you do not review and download any installment of your records within thirty (30) days of being alerted that it is available, that installment may be removed from the system, and your entire request will be **closed**, in which case you will have to start the public records process all over again to receive your requested records. Your request will in any case be **closed** after you have been alerted that the last installment is available.

Thank you for your patience in awaiting this information. Please feel free to contact me if you have any further questions or concerns by replying to this email or at my phone number below.

Sincerely,

Joseph Anderson
Deputy Public Records Officer
Office of the Skamania County Prosecuting Attorney
240 NW Vancouver Avenue | PO Box 790
Stevenson, WA 98648
509-427-3791
janderson@co.skamania.wa.us

✉ On 4/16/2024 5:40:35 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body:

RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference #S002316-020124

Dear Ms. Kelly:

Thank you for providing the requested clarification of your request.

On February 01, 2024, I received your public records request for **“the following records from the Skamania County Sheriff's Office: (1) All policy manuals in effect between 2015 and 2023; and (2) All annual reports from 2015 to 2023.”**

You then clarified your request as follows:

“Hello, Thank you for seeking clarification. Annual reports would contain things like information about the agency's performance, accomplishments, and challenges, and how it meets its mission. Sometimes these are prepared at the request of elected officials, like the county board of commissioners. Here's an example of one from 2019 from the Clark County Sheriff's Office: <https://clark.wa.gov/sites/default/files/media/document/2020-09/Clark%20County%20Sheriff%27s%20Office%20Annual%20Report%20%282019%29.pdf>.”

As you know, our procedure is to locate records, review them for exemptions or redactions, and then prepare them for your inspection and/or copying. I reasonably believe that public records (if any) responsive to your request will be available **on or before May 3, 2024**. However, I may encounter a need to extend my estimate, in which case I will contact you with a revised estimated date.

Thank you for your patience in awaiting this information. Please feel free to contact me if you have any further questions or concerns by replying to this email or at my phone number below.

Sincerely,

Joseph Anderson
Deputy Public Records Officer
Office of the Skamania County Prosecuting Attorney
240 NW Vancouver Avenue | PO Box 790
Stevenson, WA 98648
509-427-3791
janderson@co.skamania.wa.us

↩ On 4/12/2024 6:52:38 PM, Heather Kelly wrote:

Hello,

Thank you for seeking clarification. Annual reports would contain things like information about the agency's performance, accomplishments, and challenges, and how it meets its mission. Sometimes these are prepared at the request of elected officials, like the county board of commissioners. Here's an example of one from 2019 from the Clark County Sheriff's Office:

<https://clark.wa.gov/sites/default/files/media/document/2020-09/Clark%20County%20Sheriff%27s%20Office%20Annual%20Report%20%282019%29.pdf>

✉ On 4/5/2024 4:16:50 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body:



RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference # S002316-020124

Dear Heather Kelly,

On February 01, 2024, I received your public records request for "Under the Washington Public Records Act, §42.56 et seq., I am requesting the following records from the Skamania 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.”.

We previously requested the following clarifications:

If the requested clarifications are not received in the next ten days, your request will be considered withdrawn.

Please feel free to contact me if you have any further questions or concerns. My contact information is below.

Sincerely,

Joseph Anderson

Deputy Public Records Officer

Skamania County Sheriff's Office

Office of the Skamania County Prosecuting Attorney

200 NW Vancouver Avenue

PO Box 790

Stevenson, WA 98648

509-427-3791

To view the full details of this request please log into the [Public Records Center](#).



✉ On 3/8/2024 4:12:29 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body:

RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference #S002316-020124

Dear Ms. Kelly:

Greetings. My name is Joseph Anderson and I am the deputy public records officer for Skamania County. I assist in reviewing and responding to public records requests (PRRs) for all departments.

On February 01, 2024, I received your public records request for **“the following records from the Skamania County Sheriff's Office: All policy manuals in effect between 2015 and 2023; and all annual reports from 2015 to 2023.”**

Our procedure is to locate records, review them for exemptions or redactions, and then prepare them for your inspection and/or copying. Unfortunately, we were unable to prepare the records by the date originally estimate. At this time, I reasonably believe that public records (if any) responsive to your request will be available **on or before March 22, 2024**. However, I may encounter a need to extend my estimate, in which case I will contact you with a revised estimated date.

Furthermore, **I do have a need to clarify what records you are seeking** from Skamania County:

Can you please clarify what you mean by "annual reports?"

If you would like us to proceed with your public records request, please provide clarifications **within thirty (30) days from March 08, 2024**. Otherwise, we will consider your request or the unclear portion of your request withdrawn. You may provide a response by replying to this email, by regular mail, by phone, or in person. My contact information is below.

Upon receiving clarification, I will respond further to your public records request and let you know if your clarification requires me to extend my estimate for when your records will be available.

Thank you for your patience in awaiting this information. Please feel free to contact me if you have any further questions or concerns by replying to this email or at my phone number below.

Sincerely,

Joseph Anderson
Deputy Public Records Officer
Office of the Skamania County Prosecuting Attorney
240 NW Vancouver Avenue | PO Box 790
Stevenson, WA 98648
509-427-3791

✉ On 2/26/2024 6:14:46 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body: RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference #S002316-020124

Dear Ms. Kelly:

On February 01, 2024, I received your public records request for **"the following records from the Skamania County Sheriff's Office: (1) All policy manuals in effect between 2015 and 2023; and (2) All annual reports from 2015 to 2023."**

As you know, our procedure is to locate records, review them for exemptions or redactions, and then prepare them for your inspection and/or copying. Unfortunately, we were unable to prepare the records by the date originally estimated. At this time, I reasonably believe that public records (if any) responsive to your request will be available **on or before 3/8/2024**. However, I may again encounter a need to extend my estimate, in which case I will contact you with a revised estimated date.

Thank you for your patience in awaiting this information. Please feel free to contact me if you have any further questions or concerns by replying to this email or at my phone number below.

Sincerely,

Joseph Anderson
Deputy Public Records Officer
Office of the Skamania County Prosecuting Attorney
240 NW Vancouver Avenue | PO Box 790
Stevenson, WA 98648
509-427-3791

✉ On 2/8/2024 6:23:54 PM, Skamania County Public Records wrote:

Subject: [Records Center] Sheriff Public Records Request :: S002316-020124

Body:

RE: PUBLIC RECORDS REQUEST of February 01, 2024, Reference #S002316-020124

Dear Ms. Kelly:

Hello, my name is Joseph Anderson and I am the deputy public records officer for Skamania County. I assist in reviewing and responding to public records requests (PRRs) for all departments.

On February 01, 2024, I received your public records request for **"the following records from the Skamania County Sheriff's Office:**

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

Please accept this email as acknowledgement, as is generally required within five (5) business days.

Our procedure is to locate records, review them for exemptions or redactions, and then prepare them for your inspection and/or copying. I reasonably believe that public records (if any) responsive to your request will be available **on or before 2/23/2024**. However, I may encounter a need to extend my estimate, in which case I will contact you with a revised estimated date.

If you have any questions or concerns, please feel free to contact me by replying to this email.

Sincerely,

Joseph Anderson
Deputy Public Records Officer
Office of the Skamania County Prosecutor
240 NW Vancouver Ave. | P.O. Box 790
Stevenson, WA 98648
(509)-427-3791
janderson@co.skamania.wa.us
www.skamaniacounty.org/departments-offices/prosecutor

✉ On 2/1/2024 12:38:35 PM, Skamania County Public Records wrote:



Dear Heather Kelly:

Thank you for your interest in public records of the Skamania County Sheriff's Office. Your request has been received and is being processed in accordance with the State of Washington Public Records Act, RCW Chapter 42.56 and Skamania County Ordinance 2020-04. Your request was received in this office on 2/1/2024 and given the reference number S002316-020124 for tracking purposes.

Records Requested: Under the Washington Public Records Act, §42.56 et seq., I am requesting the following records from the Skamania 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.

Within five business days the records(s) will be released to you, or you will be contacted with an estimated date when your request will be ready for release. PLEASE NOTE: The State of Washington Public Records Act, RCW Chapter 42.56, 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. You will receive an email when your request has been completed.

It will also explain the costs associated with fulfilling your request, if any. Again, thank you for using the Public Records Center.

Skamania County Sheriff's Office

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



 On 2/1/2024 12:38:34 PM, Heather Kelly wrote:

Request Created on Public Portal