

Wayne County Sheriff's Office

R.E. "Chuck" Moseley
Sheriff



Mike Hargrove
Chief Deputy

To: Records Clerk
Wayne County Sheriff's Office
266 East Walnut Street
Jesup, GA 31546
(912) 427-5970 Phone
(912) 427-5972 Fax
amy.roberson@waynecounty-ga.gov

Pursuant to the Georgia Open Records Act (O.C.G.A. 50-18-70), I am requesting the following records: (Be specific. List all records requested. Generic request for "Everything" will not be granted.)

Case/Crash Number: _____ Deputies Name _____

Incident Location: _____

Call Date: _____ Call Time: _____

SUBJECTS NAME: _____ CLIENTS NAME (IF ATTORNEY): _____

NAME OF REQUESTOR: _____

REQUESTORS COMPANY: _____

PHONE NUMBER: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____

DOCUMENTS/ITEMS REQUESTED:

Only Documents requested will be released. Be Specific. Charges may be incurred. Generic requests for "everything" will not be granted.

Requestor's Signature: _____

Date: _____

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Request for Open Records Fee Summary and Notice:

Notice:

Some Public records are exempted by law from disclosure. You will be notified within three (3) business days if the information requested is a public record available for inspection and/or copying as well as the associated costs.

Fees:

Service Fee: First quarter hour is free. Additional hours billed at the preparer's hourly rate per hour. Copies 8.5x11 to Legal size – Black & White Copies: \$0.10 per page.

Color Copies: \$1.00 per page.

Photographs: \$1.00 per copy.

911 Audio Recordings CD: \$10.00 per copy.

Video Recordings DVD: \$1.00 per copy.

Notice:

Ref: O.C.G.A. 50-18-72(a)(20)(c). I understand that records and information disseminated pursuant to this paragraph may be used only by the authorized recipient and only for the authorized purpose. Any person who obtains records or information pursuant to the provisions of this paragraph and knowingly and willfully discloses, distributes, or sells such records or information to an unauthorized recipient for an unauthorized purpose, shall be guilty of a misdemeanor of a high and aggravated nature and upon conviction thereof, shall be punished as provided in Code Section OCGA 17-10-4. Any person injured thereby shall have cause of action for invasion of privacy.

Signature: _____ Date: _____

After submitting this request, you will receive verification via email if requestor's email is provided.

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In accordance with O.C.G.A. 50-18-70, Open Records Request, the following information or items are provided to the requester.

CHECKLIST

	Basic Incident Report		Supplemental Report(s)
	Motor Vehicle Crash Report		Arrest/Booking Report(s)
	Cad Report(s)		Victim/Witness Statement(s)
	Photograph(s)		Policy & Procedure
	Search Warrant(s)		Arrest Warrant(s)
	Audio Recording(s)		Video Recording(s)
	Other		
	Other		

Notes:

Relinquished by: _____

Date: _____

Received by: _____

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Open Records Request Cost Worksheet/Receipt

This sheet may be used to determine cost estimates, final costs, and serve as the requestor's receipt.

WORKSHEET

The following are the actual costs incurred in complying with the request to copy <Sheriff's Office> records under O.C.G.A. 50-18-70. (There is no charge for the first quarter hour of time expended in record preparation.) The Open Records Act allows an Agency/Office to waive all fees should it so choose. It also authorizes an Agency/Office to charge up to \$.10 per page and reasonable fees to cover the cost of Search, Review, and Retrieval of information as well as the costs for and CD's, DVD'S, Tape's, Digital CD'S, Photographs or color copies.

Hourly charges for Administrative/Clerical tasks may not exceed the salary of the lowest paid, full-time employee, who in the discretion of the custodian or records, has the necessary skill and training to perform the request.

Number of hours for Search, Review, & Retrieval:

(< 15 minutes – No Charge)

Total Labor Hours -	x Preparer's Hourly Rate \$	= \$
Total Number of Pages -	x \$0.10 per page	= \$
Total Number of DVD copies -	x \$1.00 per copy	= \$
Copy of Inc. or Acc. / CAD Reports-	x \$5.00 per copy	= \$
Total Number of Photographs -	x \$1.00 per copy	= \$
Total Number 911 Audio Recordings -	x \$10.00 per copy	= \$
Digital Copy of SOP/Contracts-	X \$10.00 per copy	= \$
SUBTOTAL		= \$

The following additional costs may be applicable:

Other Costs -	x \$	= \$
Postage/Handling -	x \$	= \$
GRAND TOTAL		= \$

Case Number/Description -

Preparer's Name:

Date:

Received by: