



## Portage County Sheriff's Office Public Records Notice

September 29, 2011

The Portage County Sheriff's Office provides law enforcement, jail, juvenile detention, dispatching, and investigative services to the County, and under certain circumstances, to the State and local units of government.

This agency has designated Chief Deputy Daniel Kontos as the Custodian of Public Records. Captain of Operations and Communications Dale O'Kray and Captain of Corrections Cory Nelson have been designated Assistant Custodians for their respective divisions.

Persons seeking to inspect, make a request for, or obtain copies of any public record may do so at the Records Division window during regular office hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

This agency will charge requestors \$0.25 per page for each copy or printout made. There will be additional charges for certain records, such as specialized documents, photographs, audio files, or for retrieving records and files from the agency archives, as well as certain services, such as mailing records. The exact costs for these services vary and can be obtained from the Record Division staff. Requests that exceed \$5.00 will require prepayment.

Alternatively, crash reports can be accessed through the private company *Docview LLC*, for an additional fee. Further information can be obtained directly from the company at [www.docview.us.com](http://www.docview.us.com) or by calling (866) 394-0832.

Requests for records may be made in person, by mail, or by other reasonable methods to:

Portage County Sheriff's Office  
Attention: Records  
1500 Strongs Avenue  
Stevens Point, Wisconsin 54481-3542  
(715) 346-1400

Additional information on records requests and an on-line request form can be found at [www.co.portage.wi.us/sheriff/admin-records/index.html](http://www.co.portage.wi.us/sheriff/admin-records/index.html).

All requests made will be evaluated against established legal standards contained in section 19.35 of the Wisconsin state statutes, and may require extensive review or attention in preparation. Every effort will be made to return a response to any requestor as soon as reasonably practical.

Official:

/S/

Chief Deputy Daniel Kontos  
Records Custodian, Portage County Sheriff's Office