



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

Guidelines for Making a California Public Records Act (CPRA) Request:

Reports and other documents requested without a subpoena, court order or specific statutory authority will be treated as a request made under the California Public Records Act (CPRA). Many of the Sheriff's records may be exempt from disclosure under the provisions of the CPRA. Cal. Gov. Code § 6254. In order to identify responsive records and review them for possible exemptions, the Sheriff may take up to 10 days to respond to a CPRA request (Cal. Gov. Code § 6253(c)) and, if necessary, may take a reasonable period of time thereafter to produce the non-exempt records that are responsive to the request (*Motorola Communication & Electronics v. Dept. of General Svcs.*, 55 Cal. App. 4th 1340, 1349 (1997)).

Per Board resolution, copies are \$0.15 per page.

To make a CPRA request to the Sheriff's Department you may:

- Send an e-mail to: prarequests@ocsd.org
- Mail a written request to: **320 N. Flower Street, Santa Ana, CA 92703, ATTN: CPRA**
- Go in person to: **Brad Gates Bldg. at: 320 N. Flower St., Santa Ana – 1st Floor, Public Counter**
- Fax a request to: **(714) 834-5466, ATTN: CPRA**
- Telephone: **(714) 834-6449** or **(714) 834-4497**