

Please read all of the provided information before filing your request!

DISCLAIMER

Pursuant to *S.C. Code §30-2-50* obtaining or using public information for commercial solicitation is prohibited and is punishable by a fine of up to \$500, imprisonment for up to one year, or both. Pursuant to *S.C. Code §30-4-30(D)* the identity of persons booked into the Sheriff Al Cannon Detention Center are available at inmatesearch.charlestoncounty.org. This website contains information regarding individuals who were booked into the detention center at the request of various law enforcement agencies. CCSO is not responsible for any inaccuracies that may be provided by the agency/arrestee. By accessing information contained on this web-link, you are acknowledging your agreement and understanding of the above. **All suspects are presumed innocent until proven guilty in a court of law.**

I Understand and Agree

FOIA REQUESTS

FOIA requests for public records of the Charleston County Sheriff's Office should be directed to: Charleston County Sheriff's Office, Public Information Office, 3691 Leeds Ave, North Charleston, SC 29405 or email to PIO@charlestoncounty.org.

Pursuant to *S.C. Code §30-4-30(B)* The public body may establish and collect reasonable fees not to exceed the actual cost of research, retrieval, and redaction of records. Fees are as follows:

- | | |
|---|---|
| -Copies of documents: | \$0.20 per copy/page plus \$0.20 per provided copy/page |
| -Hourly staff time for research (beyond normal hrs./duties): | Min. \$21/hr. Hourly rate of lowest paid employee qualified to research, billed in 1/10 hour increments |
| -Photo/Video/Audio/Data disk | \$20.00 per disk |
| -Email search:
keywords, names (to and from),
and date range required | \$70/hr. |
| -Retrieval of files for cases three (3) or more years old | \$5.00 per case requiring retrieval from off-site location |
| -Postage: | \$8.50 flat rate |

A deposit of 25% of the estimated costs for searching, retrieval, redacting, and reproducing records may be required before research of records, if estimated to cost \$75 or more.

The full balance must be paid at the time of production of the records.

Inspection, copying and production of records are subject to all applicable exemptions, redaction, and/or exclusions provided by the FOIA or other state or federal laws.

Records not in electronic format, at CCSO's discretion, may be converted to and transmitted in electronic format. In such event, there may be an additional charge for staff time for conversion.

*All requests for information pertaining to 9-1-1 or dispatch recordings must be requested through the Charleston County Consolidated 9-1-1 Center.

FOIA REQUEST FORM

Whether using this form or any other written request format, **providing as much information as possible about the public records you are seeking will facilitate CCSO's ability to completely respond to your request.**

CHARLESTON COUNTY SHERIFF'S OFFICE

Freedom of Information Act Request Form

PLEASE PRINT CLEARLY

***** *Failure to provide adequate information may result in delays in release of documents******

1) Pursuant to S.C. Code Ann. §30-3-40, the South Carolina Freedom of Information Act (SC FOIA) I am requesting copies of the following public records: **(Please name specific documents)**

(Note: Data recorded by a body-worn camera is not a public record subject to disclosure under the Freedom of Information Act. S.C. Code Ann. §23-1-240(G)(1).)

2) **DATE or DATE RANGE (REQUIRED)** _____

Note: Records older than two years may result in longer response and record production times.

3) Please provide as much of the following as possible to assist in searching for your documents.

NAME and DATE OF BIRTH of SUBJECT (or age) _____

INCIDENT ADDRESS/LOCATION _____

NAME(S) OF OTHER PERSON(S) INVOLVED (victims, complainants, etc.) if known _____

REQUESTOR'S INFORMATION:

Name: _____

Address: _____

Phone: _____

Email: _____

Requestor will be notified via email when available. All information requested must be paid for before being furnished to the requestor regardless of the format in which it is provided.

Pursuant to S.C. Code §30-2-50

(A) A person or private entity shall not knowingly obtain or use any personal information obtained from a state agency for commercial solicitation directed to any person in this State.

(D) A person knowingly violating the provisions of subsection (A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed \$500 or imprisoned for a term not to exceed one year, or both.

I have read all of the provided information and agree to the terms and conditions of this request:

Signature

Date