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TCOMM911 Policies and Procedures

POLICY: 106 – Public Records Requests

DATE REVISED: May 2, 2018

CANCELS: March 1, 2017

Approved/Adopted by TCOMM911 Board of Directors

This policy applies to TCOMM911 Employees

Purpose:

To establish guidelines for the release of public records.

Policy:

1. Authority

RCW (Revised Code of Washington) 42.56, titled the Public Records Act, requires each local agency to make nonexempt public records available for inspection and copying, in accordance with published rules.

2. Public Records Officer

Any person wishing to request access to public records of TCOMM911, or seeking assistance in making such a request should contact the Public Records Officer of TCOMM911:

Keith Flewelling
Thurston 9-1-1 Communications
2703 Pacific Ave SE Suite A
Olympia, WA 98501
360-704-2730
Email: records@tcomm911.org

The public records officer will oversee compliance with the act but another Thurston 9-1-1 Communications staff member may process the request. Therefore, these rules will refer to the public records officer “or designee.”

Additional information and the public record request form can be found on our website at:
www.tcomm911.org



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3. Processing Public Records Requests

Within five business days of receipt of the request, the Public Records Officer will either:

- a. Request additional clarification
- b. Provide a reasonable estimate of when the records will be available
- c. Make the records available for inspection
- d. Provide copies of the records (if requested)
- e. Deny the request

4. Inspection of Public Records

Once the public records request has been processed, the records will be available for inspection Monday – Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., excluding federal holidays. Records must be inspected at 2703 Pacific Ave SE, Suite A, Olympia, WA 98501. All records shall be maintained in their original condition and shall not be removed from this location. There is no fee for inspecting public records.

5. Copies & Reproduction of Public Records

A list of current fees for copying and reproducing public records is available from the Public Records Officer and is also available on our website at: www.tcomm911.org.

Payment may be made by check or money order payable to Thurston 9-1-1 Communications. Cash is only accepted if exact change is provided.

6. Public Records Exemptions

TCOMM911 is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state or federal statute or regulation, RCW 42.56.070. The Public Records Act stipulates that a number of types of documents are exempt from public inspection (RCW 42.56.230 through RCW 42.56.480).

If TCOMM911 believes that a record is exempt from disclosure and should be withheld:

- a. The Public Records Officer or designee will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.
- b. If only a portion of the record is exempt from disclosure, the Public Records Officer or designee will redact the exempt portion, provide the nonexempt portion, and indicate why portions of the records are being redacted.



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7. Process to Review Public Records Request Denials

If TCOMM911 has denied a public records request, a written petition to review the denial may be submitted to the Public Records Officer. The petition shall include a copy of the original denial letter or reasonably identify the original records request.

Once a written petition has been received, the Public Records Officer shall promptly provide the petition and any other relevant information to the Executive Director or designee. The Executive Director shall immediately consider the petition and either affirm or reverse the denial within two business days.

At the conclusion of the two business days, any person may obtain a court review of the denial pursuant to RCW 42.56.550 regardless of any internal administrative appeal.

8. Public Records Index

Thurston 9-1-1 Communications has determined that maintaining an index is unduly burdensome, costly, and would interfere with agency operations due to the number and complexity of records generated by our organization.