



MANITOWOC COUNTY SHERIFF

Sheriff - Daniel L. Hartwig

In Partnership with the Community. Dedicated to Your Safety.

MANITOWOC COUNTY SHERIFF'S OFFICE PUBLIC RECORDS NOTICE

The Manitowoc County Sheriff's Office is responsible for the enforcement of state laws and county ordinances, supervision of the County jail secure detention facility, traffic control, civil process service, court security, criminal investigations, fraud prevention, special event security, prisoner and emergency medical detention transports.

The Manitowoc County Sheriff's Office is located at 1025 S. 9th St. Manitowoc, WI. 54220. Its regular office hours are from 8:00 A.M. to 3:30 P.M. p.m. Monday through Friday excluding excepted.

The Manitowoc County Sheriff is a local public office within the meaning of Wis. Stat. § 19.32 (1dm). The legal custodians of Manitowoc County Sheriff's Office records are Sheriff Daniel L. Hartwig and Major Kevin Haese. Information about records and access to records is available from Major Kevin Haese.

Some Manitowoc County Sheriff's Office records may be exempt from disclosure under the Wisconsin Public Records Law because they are protected by proprietary agreements; common law; confidentiality requirements; court decisions or orders; or local, state, or federal regulations, rules, or laws.

If you ask to inspect or copy an *exempt* record, you will be told why the record is not available for public inspection and what appeal rights you may have. Public records will be made available for inspection at the Manitowoc County Sheriff's Office during regular office hours. No original record may be removed from the Manitowoc County Sheriff's Office.

Copies of public records may be obtained upon request at a cost of 25 cents per page for regular photocopies made by Sheriff's Office staff or for the actual, necessary, and direct cost of reproduction in all other cases. A location fee may be charged if the cost of locating a requested record exceeds \$50. Advance payment may be required if charges exceed \$5.