

# NOTICE: ACCESS TO PUBLIC RECORDS

ST. CROIX COUNTY

Effective 07/2015

Revised 03/2019

COMMUNITY JUSTICE  
COLLABORATING COUNCIL

Provided pursuant to § 19.34, Wisconsin Statutes.

You have a right to inspect and copy certain records under Wisconsin's  
Public Records Law, §§ 19.31-19.39, Wisconsin Statutes.

## DEPARTMENT DESCRIPTION

The St. Croix County Community Justice Collaborating Council (CJCC) provides coordinated leadership necessary to establish and foster innovative, effective corrections programs for adult and juvenile offenders and to effectively qualify for state and federal grants to fund such programs. The County's Strategic Plan includes a component of public safety. The principle mission of the St. Croix County CJCC would be to enhance public safety in St. Croix County through community collaboration by ensuring offender accountability, providing effective rehabilitation programs and supporting the rights and needs of the victims.

## PROCEDURE FOR MAKING REQUESTS

Under the authority of Chapter 19 of the Wisconsin Statutes, the CJCC Coordinator is the legal custodian of the Council's records. Requests for access to public records should be directed to:

St. Croix County Community Justice Collaborating Council Coordinator  
1101 Carmichael Road  
Hudson, WI 54016  
(715) 386-4723  
Email: [mike.okeefe@sccwi.gov](mailto:mike.okeefe@sccwi.gov)

Requests may be made during the CJCC normal office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter and time period.

As soon as practicable and without delay, the legal custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the legal custodian to respond to the request will depend on factors including the nature and extent of the request. If the custodian denies a written request, the requester shall receive the denial in writing.

## FEES

The CJCC may charge the actual, necessary, and direct cost of producing a record. When the request calls for a copy of a record, and the record can be photocopied, the CJCC may charge its standard fee of \$0.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the CJCC may charge the actual cost of creating a readily comprehensible copy. The CJCC may charge the actual, necessary, and direct costs of locating the records if they exceed \$50. If the records are mailed to the requester, the CJCC may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law. The CJCC may request pre-payment if the total costs are greater than \$5. Checks should be made payable to St. Croix County.