



BRETT HIGHTOWER
SHERIFF
WARREN COUNTY
P. O. Box 807
Bowling Green, Kentucky 42102
Phone (270) 842-1633



**Rules and Regulations of the Warren County Sheriff's Office
Concerning Open Records Pursuant to KRS 61.876**

It is the intent of the Warren County Sheriff's Office to conform with the requirements contained in KRS 61.870 to KRS 61.884 to provide full access to public records, to protect public records from damage and disorganization, to prevent excessive disruption of its essential functions, to assist and provide information upon request, and to ensure efficient and timely action in response to application for inspection.

To do so, please be advised as follows:

- (1) The Warren County Sheriff's Office designates the following Records Custodian:

Major Kevin Wiles
Chief Deputy
429 East Tenth Street, Suite 102
Bowling Green, KY 42101
(270) 842-1633
records@wcsoky.net

Regular Office Hours are 8:00 a.m. – 4:30 p.m.

- (2) All requests for copies or review of public records in the custody of the Agency must be made in writing. A request may be sent electronically to the Record Custodian's email address identified above. Requests may also be mailed or hand delivered to the Warren County Sheriff's Office at the address identified above. Requests may be made on the official form which may be obtained upon request or found on our website.
- (3) The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within five business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under KRS Chapter 61. When a response is delayed, the notice shall specifically indicate that additional time is required to process the request and explain the circumstances justifying additional processing time.
- (4) Pursuant to KRS 61.874, the Warren County Sheriff's Office charges ten cents per page for open records copies. If the copy is one that requires additional sized copies or requires any special action, the party will be charged the fee associated with duplicating the copy. No other fee will be charged, only the actual expense.

If the requester wishes to personally inspect responsive records, the Records Custodian shall facilitate with the requester the scheduling of a convenient time for inspection between 8:00 a.m. and 4:30 p.m. Monday through Friday at the Warren County Sheriff's Office. The Records Custodian, or an employee of the Warren County Sheriff's Office, shall be present and personally monitor the inspection.

A handwritten signature in cursive script that reads "Brett Hightower".

Sheriff Brett Hightower
Warren County Sheriff's Office