

## ***The Virginia Freedom of Information Act and the Records of the Lancaster Sheriff's Office***

### **Purpose of the Act**

*The Virginia Freedom of Information Act (FOIA) is to ensure that the citizens of the Commonwealth and representatives of the media have ready access to public records that are under the control of this Office. The policy of the Act is to promote an increased awareness by all persons of governmental activities. In furthering this policy, the Act requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly. The Act may be found at [§2.2-3700](#) et. seq. of the Code of Virginia.*

### **What Are Public Records?**

*The public records of this office are any writing or recording regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format that is prepared or owned by, or in the possession of this office or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption or other law applies to those records. The Act requires that these records, unless specified as exempt, are available for inspection or copying during normal business hours.*

### **What Are Normal Business Hours?**

*While the Sheriff's Office provides services 24 hours daily, the administration office is open Monday through Fridays, 8 a.m. until 4:30 p.m. The administration office is closed on federal and state holidays, at additional times as ordered by the Governor of Virginia, and during emergency closings of Lancaster County government offices due to extreme weather. Should you arrive at the sheriff's office outside of normal business hours, you may give your request to any deputy, who will ensure that one of the two FOIA designated officers receive your request.*

### **Your FOIA Rights**

*You have the right to request to inspect or receive copies of public records, or both.*

*You have the right to request in advance an estimate of costs for the requested records.*

*If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA.*

### **Requesting Records from this Office**

*You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. The Act does not require that your request be in writing, nor do you need to state specifically that you are requesting records under the Act.*

*From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives the Office a clear statement of what records you are requesting, so that there are no misunderstandings over a verbal request. However, the Office cannot refuse to respond to your FOIA request if you decide not to put your request in writing.*

*You must provide your name and legal address so that the records can be mailed to you if necessary.*

*Your request must identify the records you are seeking with "reasonable specificity." It does not refer to or limit the volume or number of records that you are requesting. It requires that you be specific enough so that the Office can identify and locate the records you are seeking.*

*Your request must ask for records or documents. The Act gives you a right to inspect or copy records; it does not apply to a situation where you are asking general questions about the work of the Office.*

*You may choose to receive electronic records in any format used by the Office in the normal course of business. The records may be sent to you electronically in the same format. The Office is not required to convert the records to a different format of your choice.*

*You may choose to provide a portable storage device (CD-ROM, DVD-ROM, "flash drive," etc.) to receive the electronic records. Should you do so, the Office has the right to scan electronically your device for malware, viruses, and hidden programs that may infect the Office's computer system. The cost for the time to conduct such a scan will be included in the costs for providing the records. The Office reserves the right not to use your portable storage device, but may use its own writeable CD-ROM or DVD-ROM, the cost of which will be charged as part of providing the records.*

*If the Office has questions about your request, please cooperate with the staff's efforts to clarify the type of records you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but the Office may need to discuss your request with you to ensure that it understands what records you are seeking.*

**Where to Send A FOIA Requests or Questions Regarding FOIA:**

Lancaster County Sheriff's Office

Attention: FOIA

8293 Mary Ball Road

Lancaster, VA 22503

FOIA Staff: Major William A. Webb, Jr.  
Mr. Martin Shirilla, Records Analyst

Telephone: 804-462-5111

Fax: 804-462-7046

E-mail: [foia@lancastersheriff.net](mailto:foia@lancastersheriff.net)

**The Office's Responsibilities in Responding to Your Request**

*The Office must respond to your request within five (5) working days of receiving it. "Day One" is the day after your request is received. The five-day period does not include weekends or holidays.*

*The reason for your request for public records is irrelevant. The Office cannot ask you why you want the records before responding to your request. The Act does allow the Office to ask you to provide your name and legal address.*

*The Act requires that the Office make one of the following responses to your request within the five-day time period:*

- 1. Provide you with the records that you have requested in their entirety.*
- 2. Withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are withheld, the Office must send to you a response in writing. That writing must identify the volume and subject matter of the records withheld, and state the specific section of the Code of Virginia or other law that allows or requires the withholding of the records.*
- 3. Provide some of the records that you have requested, but withhold other records. The Office cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, the Office may redact (blank out or overwrite) the portion of the record that may be withheld, and must provide you with the remainder of the record. The Office must provide you with a written response stating the specific section of the Code of Virginia or other law that allows or requires portions of the requested records withheld.*
- 4. If it is impossible for the Office to respond to your request within the five-day period, the Office must state this in writing, explaining the conditions that make the response impossible. This provision will allow the Office seven (7) additional working days to respond to your request, giving the Office twelve (12) working days to respond to your request.*
- 5. If you make a request for a very large number of records, and the Office believes that it cannot provide the records to you within 12 days without disrupting other organizational responsibilities, the Office may petition the court for additional time to respond to your request. However, the Act requires that the Office make a reasonable effort to reach an agreement with you concerning the production of the records before it goes to court to ask for more time.*

*The Office is not required to create a record that does not already exist. However, the Office may abstract or summarize information under terms and conditions as agreed upon by the requester and the Office.*

### **Costs**

*A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of [§2.2-3704](#) of the Code of Virginia. (This specific wording is required by law.)*

*The costs are at the hourly rate of the employee assigned to answer the request; photocopies are \$.50 per page. DVD-R/CD-R disk with case are \$1.10 each. If the estimated costs for answering a request for records are \$200 or more, the office may require the payment of the estimated costs before beginning any work to answer the request for records. Any balance unpaid after 30 days may prevent additional records from being released.*

### **Additional Resource for Questions**

*The Freedom of Information Advisory Council is available to answer any questions you may have about the*

Act. The Council may be contacted by e-mail at [foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov), or by phone at toll free 1-866-448-4100.

### **Common Exemptions to FOIA Requests**

The Code of Virginia allows any public body to withhold certain records from public disclosure. The Office commonly withholds records subject to the following exemptions:

- Requests by persons incarcerated in a state, local or federal correctional facility ([§2.2-3703\(C\)](#))
- Personnel records ([§ 2.2-3705.1 \(1\)](#))
- Records subject to attorney-client privilege ([§ 2.2-3705.1 \(2\)](#)) or attorney work product ([§ 2.2-3705.1 \(3\)](#))
- Tests or examinations used, administered or prepared for purposes of evaluation of any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or qualifications for any license or certificate ([§ 2.2-3705.1 \(4\)](#))
- Vendor proprietary information ([§ 2.2-3705.1 \(6\)](#))
- Personal information including email addresses for the purpose of receiving emails from the Office, as well as home address, business address, telephone numbers, and numbers used for electronic communications devices ([§2.2-3705.1 \(10\)](#))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded ([§ 2.2-3705.1 \(12\)](#))
- Account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or the Office ([§2.2-3705.1 \(13\)](#))
- Information that describes the design, function, operation, or access control features of any security system, whether manual or automated, which is used to control access to our use of any automated data processing or telecommunications system ([§2.2-3705.2 \(2\)](#))
- Subscriber data provided directly or indirectly by a communications services provider to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if the data is in a form not made available by the communications services provider to the public generally. "Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider. Subscriber data collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act ([§ 56-484.12 et seq.](#)) and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if such records are not otherwise publicly available. Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records

about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call. ([§2.2-3705.2 \(6\), \(7\)](#))

- Information relating to the Statewide Agencies Radio System (STARS) or similar local public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or similar local communications system or (ii) relates to radio frequencies assigned to or used by STARS or other similar local communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, or programming maintained by or utilized by STARS or similar local public safety communications system. ([§2.2-3705.2 \(10\)](#))
  - Information contained in (i) engineering, architectural, or construction drawings; (ii) operational, procedural, tactical planning, or training manuals; (iii) staff meeting minutes; or (iv) other records that reveal any of the following, the disclosure of which would jeopardize the safety or security of any person; governmental facility, building, or structure or persons using such facility, building, or structure; or public or private commercial office, multifamily residential, or retail building or its occupants. ([§2.2-3705.2 \(14\)](#))
  - **Critical infrastructure information or the location or operation of security equipment and systems of any public building, structure, or information storage facility, including ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, or utility equipment and systems.** ([§2.2-3705.2 \(14 a\)](#))
  - **Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program.** ([§2.2-3705.2 \(14 b\)](#))
- Any request made for records excluded immediately above must be reported immediately to the Secretary of Public Safety and Homeland Security or his designee. ([§ 2.2-3704](#))**
- Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols. ([§2.2-3705.2 \(14 c\)](#))
  - Interconnectivity, network monitoring, network operation centers, master sites, or systems related to the Statewide Agencies Radio System (STARS) or any other similar local public safety communications system. ([§2.2-3705.2 \(14 d\)](#))
  - The same categories of records of any person or entity submitted to a public body for the purpose of antiterrorism response planning or cybersecurity planning or protection may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism, cybersecurity planning or protection, or critical infrastructure information security and resilience. Such statement shall be a public record and shall be disclosed upon request. ([§2.2-3705.2 \(14\)](#))
  - "Critical infrastructure information" means the same as that term is defined in 6 U.S.C. § 131. ([§2.2-3705.2 \(14\)](#))

- *Complaints, memoranda, correspondence and evidence relating to a criminal investigation or prosecution, other than criminal incident information; reports submitted in confidence to the Office; records of Neighborhood Watch programs; records of persons held in jail or prison that related to the imprisonment; records containing specific tactical plans, the disclosure of which would jeopardize the safety or security of law enforcement personnel or the general public; records of adults under pretrial services programs; records relating to numbers for cellular telephones, pagers, or other comparable portable communications devices provided to staff in for use in the performance of official duties; portions of records relating to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of the operation or detail, however, information about the overall costs of such operation or detail shall be released; records of background investigations of applicants for employment by the Office, administrative investigations of complaints made against any staff member of the office, and all other administrative investigations made confidential by law; identity of any victim, witness, or undercover officer, investigative technique or procedures, but the identity of any witness or victim shall be withheld if disclosure is prohibited or restricted under [§19.2-11.1-2](#); sex offender registry information not subject to required posting on the Internet under [§9.1-913](#); identity of any person providing crime related information under a promise of anonymity ([§2.2-3706 \(A\)\(2\)\(a\)-\(l\)](#)).*

*The Federal Freedom of Information Act applies only to federal agencies and not to this Office or other local or state agencies.*

### **Frequently Requested Records**

*Accident reports may be obtained through the [Virginia Department of Motor Vehicles](#).*

*Criminal history records are governed by the restrictions set forth under [§19.2-389](#). This Office does provide responses to local Criminal History Records (records of arrest made by a member of this Office) to the subject of the record in person or upon receipt of a signed notarized release by the record subject given permission to release the record to another specific person. That third party must provide a current government issued photo identification card in order to receive the criminal history record.*

*This Office is prohibited from providing criminal arrest or driver's license records obtained through the National Crime Information Center/Virginia Criminal Information Network (NCIC/VCIN). NCIC/VCIN records are strictly limited for law enforcement purposes only.*

*Sex Offender Registry information is governed by [§§ 9.1-900 et seq.](#) These records are maintained by the Virginia State Police.*

*The sheriff has decided not to release information from criminal investigative files under his discretionary authority set for under [§2.2-3706 2](#). This includes documents, information, complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence relating to a criminal investigation or prosecution, other than criminal incident information released as required.*

### **General Summary of Records Maintained by the Sheriff's Office**

*Accident Reports (may be obtained through the [Virginia Department of Motor Vehicles](#))*

*Agency Policies & Procedures (see [Virginia Law Enforcement Professional Standards Commission](#))*  
*Assets & Forfeitures*  
*Budgetary & Financial*  
*Cell Tower Access Logs*  
*Civil & Criminal Process*  
*Communications Records (E911, etc.)*  
*Community Programs (DARE, Deputy Santa, Keep Safe, Neighborhood Watch)*  
*Contracts*  
*Correspondence*  
*Court Dispositions & Orders*  
*Court Security Plans*  
*Criminal History Records & Requests*  
*Criminal Incident Reports*  
*Criminal Intelligence Files (see [Title 28 Code of Federal Regulations, Part 23](#))*  
*Evidence and Property*  
*Expunged Records*  
*Extradition*  
*Fireworks Permits*  
*FOIA Requests*  
*Grant Programs*  
*Inmate Incarceration Records*  
*Inmate Medical Records*  
*Inmate Money & Property Records*  
*Inmate Telephone System*  
*Inmate Work Release Program*  
*Insurance Policies*  
*Interagency Agreements*  
*Internal Affairs Investigations*  
*Jail Audits, Logs, & Standards*  
*Jail Canteen Records*  
*Jail Food Service*  
*Jury Lists (exempt under [§2.2-3703](#))*  
*Labor Laws*  
*Leave Requests, Vacation & Work Schedules*  
*Legal Update*  
*Master Forms*  
*NCIC/VCIN Records*  
*Personnel & Training*  
*Pest Control Inspections & Treatments*  
*Planning & Research*  
*Project Lifesaver*  
*SOP Manual*

*Surveillance Equipment Records*  
*Traffic Crash Reports*  
*Traffic Summons*  
*Towed/Impounded Vehicles*  
*Undercover Operations Records*  
*Video Licensing*  
*Workman's Compensation Injury Reporting*

You may [print and complete this form](#) to mail or fax your records request to the sheriff's office.