

**From:** Kathy Bose [[mailto:Kathy\\_Bose@co.washington.or.us](mailto:Kathy_Bose@co.washington.or.us)]  
**Sent:** Friday, August 10, 2012 4:42 PM  
**To:** Jann Carson  
**Cc:** Pat Garrett; Kirby Johnson  
**Subject:** Public Records Request Response

Hello Ms. Carson,

I've attached my response to your public records request, along with several policies that are applicable to your request. I do have one clarifying question relating to request (3.b). Please review and let me know if you have any questions at your earliest convenience.

<<ACLU PRR Response.Bose.08-10-12.pdf>> <<1302-R03 Use of Force Principles \_04-28-10\_.pdf>>  
<<1304-R02 Use of Force Injuries \_10-02-07\_.pdf>> <<1305-R02 Use of Force Writing Reports \_08-05-09\_.pdf>> <<1306-R03 Use of Force Approving Reports \_01-23-12\_.pdf>> <<207-R03 General Conduct \_07-31-08\_.pdf>> <<804-R01 Tracking Equipment \_04-30-07\_.pdf>> <<Manual - Civil General Office Procedures \_02-01-10\_.pdf>> <<Manual - Criminal Investigations \_03-15-12\_.pdf>> <<Manual - FITE Investigative \_11-25-03\_.pdf>> <<Manual - IGET Operations \_04-02-10\_.pdf>> <<Manual - Patrol Case Assignment \_11-03-10\_.pdf>> <<Manual - Search and Seizure Field Guide \_2008\_.pdf>>

Thank you,

**Kathy Bose**

Executive Assistant to Sheriff Pat Garrett  
Washington County Sheriff's Office  
215 SW Adams Avenue, MS32  
Hillsboro, OR 97123  
Ph: 503.846.2506 - Fax: 503.846.2604

Subscribe to our free e-newsletter at [www.co.washington.or.us/SONews](http://www.co.washington.or.us/SONews)

**Confidentiality Notice:** This e-mail message, including any attachments, is for the sole use of the intended recipients (s) and may contain confidential and privileged information. Any unauthorized review, use, discourse or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail at [kathy\\_bose@co.washington.or.us](mailto:kathy_bose@co.washington.or.us) and destroy all copies of the original message. Thank you.

# WASHINGTON COUNTY SHERIFF'S OFFICE



"Conservators of the Peace"

Sheriff Pat Garrett

August 10, 2012

Jann Carson  
Associate Director, ACLU  
PO Box 40585  
Portland, OR 97240

Dear Ms. Carson:

I am in receipt of your public records requests dated July 30, 2012 for our agency policies and procedures relating to Taser brand equipment, Automatic License Plate Readers (ALPR) and cell phone data tracking accounting documents, as well as policies related to our deputy's response to citizens photographing or video recording deputies while engaged in their official duties. In an effort to better serve your request, I will respond to each request in chronological order as follows:

1. **All current policies and procedures describing police officers' use of department equipment sold or manufactured under the Taser brand name.** A: I have provided copies of our applicable policies; 1302-R03 Use of Force Principals, 1304-R02 Use of Force Injuries, 1305-R02 Use of Force Writing Reports, 1306-R03 Use of Force Approval, and 2506-R07 Defensive Tools
2. **If your department owns or uses ALPR.** A: We do not own or use ALPR.
3. **If your police department has obtained cell phone data from cell phone carriers in the past three years.**
  - a. **All current policies and procedures related to when and how such information is obtained.** A: Though a generic reference to criminal investigation surveillance, I have provided our applicable policies: Manual - Criminal Investigations, Manual - Search and Seizure Field Guide, Manual - Patrol Case Assignment, , Manual - Civil General Office Procedures, Manual - IGET operations, Manual - FITE Investigative, and 804-R01 Tracking Equipment,
  - b. **All accounting documents that show the amount of funds used to acquire cell phone data whether by expenditure or receipt of operating funds, loans, grants, or gifts.** A: For grant and non-grant related purchases, it will take our Business Administration staff approximately 12 hours to review and produce the paperwork to include locating purchasing information, retrieving invoices, and copy production for an estimated cost of \$350.00. Please confirm the time period for this review and whether a summary of expenditures, to include funding source and expense will satisfy your request, so that we may consider a fee waiver.

- c. **All current policies and procedures describing police officers' appropriate response to members of the public photographing or video recording officers while engaged in their official duties.** A: Though not specific to the response to public photographs or videos of our deputies on official duty, I have provided our applicable policy, 207 General Conduct.

Please let me know if I can answer any questions relating to my response.

Sincerely,

PAT GARRETT, SHERIFF



Kathy Bose  
Sheriff's Executive Asst.