



Mike Johnson – Chief Deputy
Travis Baxley – Task Force Commander
Sarah White – Chief Administrative
Tim Scott – Lt. Northern District
Jim Lahti– Lt. Southern District

Dennis Newman, Undersheriff
Ray Fulton, Jail Commander
Jared Osborn – Lieutenant
Vi Worthey – Lieutenant
Cindy Roberts - Lieutenant

Office of
Sheriff of Gila County
J. Adam Shepherd

Records Request Form Instructions

Most reports will be available 10 working days after the date the request is submitted. However, report requests may take up to 14 working days or longer to process, depending on the nature of the incident and if the case is still under investigation. You will be contacted when your request is completed and ready for pick up, fax, email, or mail delivery. Reports do not include incident photos and are not available through email. All photos, audio or video recordings are available on Flashdrive only.

If you are requesting photographs (*other than Booking Photos*), audio or video recordings, you will be contacted once they have been processed and are available for pick-up or mail delivery. Please note: picture identification is required and a copy will be made for record keeping purposes at the time of pick up or mail delivery of any report or record.

Traffic Accident Reports

Most traffic accident reports are available 14 working days from the date of the accident. Once a report has been completed and submitted to the Records Unit by the Deputy, it may take an additional 72 hours to process your request. You may contact the Records Unit at (928) 402-4373 to check on report availability.

PER ARIZONA REVISED STATUTES § 28-667, EXAMINING OR RECEIVING COPIES OF ACCIDENT REPORTS/PUBLIC RECORDS FOR COMMERCIAL SOLICITATION IS PROHIBITED BY ARIZONA STATE LAW.

Other Written Reports

Deputies have 10 working days to complete and submit all other written reports to the Records Unit. This would include thefts, burglaries, auto thefts, etc.

Adult Arrest Record

Citizens wishing to obtain a copy of their arrest record and/or booking photo must complete and submit a "Non-Commercial Purpose Public Record" form.

For the cost of printed records and reports, please see the information below:

- The first copy of a report is provided at no-charge to the victim of that crime.
- For non-victims, there is a charge of \$8.00 for the first 20 pages of a report, each page thereafter is charged at a rate of \$0.25 per page. We will also email a max of 20 pages.
- The charge for an Adult Arrest Record or **Mug Shot** \$8.00.
- The charge for Photos and 911 Calls \$20.00
- The charge for Jail Facility Footage \$25.00
- The charge for Body Cam (varies per ARS §39-129) \$46.00 per viewable hour
- All 911 Calls, Photos and Body Cam will ONLY come on Flash Drive \$15.00

Any information can be requested by mail, fax, pick up, email (20 page limit) or mail delivery, except Flash Drive. Flash Drives are available for pickup or mail delivery only.

The **Records Information Request** form is available by contacting the Records Unit at (928) 402-1883.

If you have questions regarding submitting a records request, please contact the Records Unit at (928) 402-1883 or (928) 402-4373.

P.O. Box 311, Globe, AZ 85502 – Phone: (928)425-4449 – Toll Free: (800) 635-8017 – Fax: (928) 425-5674
108 W. Main St., Payson, AZ 85541 – Phone: (928)474-2208 – Toll Free: (866) 866-4452 – Fax: (928) 474-0614



Gila County Sheriff's Office

Records Information Request

PO Box 311, GLOBE, AZ 85502 FAX #:(928) 425-5674

Pursuant to A.R.S. §39-121; §39-121.01; §39-121.02; §39-121.03, I am requesting access to the following described record in the possession of the Gila County Sheriff's Office. I further agree to pay for all expenses incurred in locating, searching, and copying of documents as indicated by the Sheriff's Office fee schedule. Payment must be made prior to release of documents. Please allow 10 to 14 working days to respond to your request.

Date of Request:		Date Needed:	
Requesting Party:			
Address:			
Home Telephone:		Work Telephone:	

- Requesting party will pick up request. (Payment due at pickup)
- Please mail request. (Pre-pay is required)
- Please Email request. (Pre-pay max. 20 pages) Email: _____
- Please fax request. (Pre-pay is required) Fax: _____
- Flash Drive-\$15 each. Photos, Videos and Audio are **ONLY** available on Flash Drive.

Requested Information:	
Case Number:	Officer:
Type of Incident:	
Date of Incident:	Or years to search:
Name of Person Involved:	
Address:	
Birth Date (If known):	

In accordance with A.R.S. §39-121.03, I certify that the record being requested (select 1):

- is NOT for a commercial purpose; OR
- IS for a commercial purpose. Explain Commercial Purpose: _____

An individual who knowingly falsifies this certificate for a document under these provisions is guilty of a Class 6 felony. Further, any person who obtains a public record for a non-commercial purpose and uses or knowingly uses such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose or actual use been stated at the time of obtaining the records.

Signature: _____

DISCLAIMER - INDEMNIFICATION

Requester understands and agrees that Gila County does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of truth, validity, invalidity, accuracy, or inaccuracy of said data and information. Requester agrees to indemnify Gila County, its officers, and employees from any liability that may arise from the Requester's unauthorized use or transmission of any such data or information in its actual or altered form.

For Department Use Only

Date:	Report Status:
Date:	Report Status:
Date:	Report Released by:
Date Notification Made:	Note:
Date Picked Up:	
Date Mailed / Emailed / Faxed:	Receipt Number:

PRINT and Mail to: Gila County Sheriff's Office - Records, PO Box 311, Globe AZ 85502 OR Save As... to your computer then email to: sheriffsrecords@gilacountyaz.gov