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Public Records Requests Notice

1. Office Organization

a. ADMINISTRATION

Preparation of the office budget and performance of accounting, personnel and other administrative functions of the office.

b. CRIMINAL DIVISION

(1) General Felony Team

Prosecutes felony cases in Superior Court

(2) Juvenile Offender Team

Prosecutes juvenile cases in Juvenile Court

(3) Misdemeanor Team

Prosecutes misdemeanors and traffic infractions in District Court

(4) Domestic Violence Team

Prosecutes domestic violence cases in District Court and Superior Court

(5) Special Victims Team

Prosecutes sexually motivated crimes or exploitation as well as cases involving child abuse or neglect of a child

c. CIVIL DIVISION

(1) Civil Team

Provides legal advice and representation to County offices and departments.

(2) Family Support Team

Handles paternity and child support cases.

2. Office Location

The following offices can be reached on the second floor of Building 2 at the Thurston County Courthouse, 2000 Lakeridge Dr SW, Olympia, Washington 98502:

(1) Prosecuting Attorney

(2) Administration

(3) General Felony Team

(4) Misdemeanor Team

(5) Domestic Violence Team

(6) Family Support Team

(7) Civil Team

(8) Special Victims Team

The Juvenile Team is located on the second floor of the Family & Juvenile Court Building, 2801 32nd Avenue SW, Tumwater, Washington 98512.

3. Procedures for Requesting Documents

The public may request documents for review between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

WENDY IRELAND has been appointed the Prosecuting Attorney's Office Public Records Coordinator and requests should be made to her at 2000 Lakeridge Dr SW, second floor of Building 2, Olympia, WA.

The Prosecuting Attorney finds that maintaining an index is unduly burdensome and would interfere with office operations. The requirement would unduly burden or interfere with office operations because the staff time needed to develop and continually update, amend or change these indexes would interfere with the effective and timely office operations. TCC 2.02.030.

In order to maintain the integrity of records, records must be reviewed under the supervision of a prosecuting attorney's office employee during regular business hours, which are 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. To the extent possible, a person requesting public records must make their request in writing. A Request for Public Records form is available from the Prosecutor's Office.

The requestor must provide name, mailing address and a specific description of the document requested.

4. Standard Fees

Thurston County has adopted the charges set forth in RCW 42.56.120(2), as may be amended, as the fees and costs which may be charged for providing public records requested under the Public Records Act.

Those charges include:

Type of Copies	Charge for Copies
Photocopies, printed copies of electronic records when requested, use of County equipment to make copies	15 cents per page
Scanned records, use of County equipment for scanning	10 cents per page
Records uploaded to email, or cloud based data storage service, or other means of electronic delivery	5 cents per each 4 electronic files or attachments
Records transmitted in electronic format or for use of County equipment to send records electronically	10 cents per gigabyte
Digital media storage or devices	Actual cost
Any container or envelope used to mail copies	Actual cost
Postage or delivery charges	Actual cost
Copy charges above may be combined to the extent more than one type of charge applies to responsive copies.	

Further, where state or federal law sets a particular fee for searching records, research, and/or providing a copy of a record, that fee will be charged.