



CITY OF ROCKLEDGE ROCKLEDGE POLICE DEPARTMENT

PROCEDURE FOR REQUESTING PUBLIC RECORDS FLORIDA STATUTES ♦ SEC. 119.07



PRIMARY CONTACTS

CITY OF ROCKLEDGE AND ROCKLEDGE POLICE DEPARTMENT PUBLIC RECORDS REQUESTS

For any public records requests that do not pertain to the Rockledge Police Department, please contact:

- ◆ Deputy City Clerk **Sherry Cazessus** (scazessus@cityofrockledge.org);
- ◆ Public Records Assistant **Ashley Golding** (agolding@cityofrockledge.org); or
- ◆ Records Custodian **Lisa Nicholas** (lnicholas@cityofrockledge.org).

All can be reached by calling 321.221.7540, Opt. 1, faxing 321.204.6356, or visiting Rockledge City Hall, 1600 Huntington Lane.

For any public records requests pertaining to the Rockledge Police Department, please contact:

- ◆ Public Records & Support Services Specialist **Jennifer LeVasseur** (321.690.3213 x 3156); or
- ◆ RPD Records Custodian **Tammy King** (321.690.3213 x 3154).

Both can be reached by emailing publicrecords@rockledgepolice.org, faxing 321.690.3996, or visiting the Rockledge Police Department, 1776 Jack Oates Boulevard. For additional information, please visit <http://www.cityofrockledge.org/713/Public-Records-Requests-Police-Department>.

Fees for public records are as follows:

Item	Cost	Item	Cost
Copies (one-sided)	\$0.15 per page	Certified copies	\$1.00 per page
Copies (two-sided)	\$0.20 per page	Tapes	\$1.00 per tape
Tabloid (11 X 17) copies	\$0.25 per page	CDs	\$10.00 per CD
Copies larger than Tabloid	\$1.00 per page	Letter preparation	\$10.00 per letter

Note:

- ◆ For staff time spent on research and/or copying, \$10.00 per hour will be charged.
- ◆ If records are to be mailed, postage will be calculated at the current rates set forth by the United States Postal Service upon compilation of all records requested.
- ◆ Credit cards cannot be accepted at this time; please have cash, or a check made payable to **City of Rockledge**.